



MAKE EVERY CREDIT COUNT

ATF FACULTY MEMBER TRAINING

2017-18 ACADEMIC YEAR

ARTICULATION TASK FORCES

PROMOTING COMMUNICATION AMONG EDUCATORS

ATFS help facilitate the implementation of the Arizona Transfer Model to ensure that community and tribal college students may transfer to Arizona public universities without loss of credit toward a baccalaureate degree.

- Discipline specific
- Admissions & Records
- Academic Advising
- General Education
- Communities of Interest

ARTICULATION TASK FORCES

GOALS & PURPOSE

- Cooperatively exchange articulation information
- Engage in statewide program and curriculum development and revision discussions
- Discuss potential program partnerships and agreements
- Build and maintain collaborative relationships in support of these goals
- Anticipate and resolve transfer issues

ATF MEMBERSHIP

AS AN ATF MEMBER, YOU:

- Are part of a statewide network
- Represent your institution
- Represent your discipline
- Discuss components of the transfer model
- Provide an institutional update

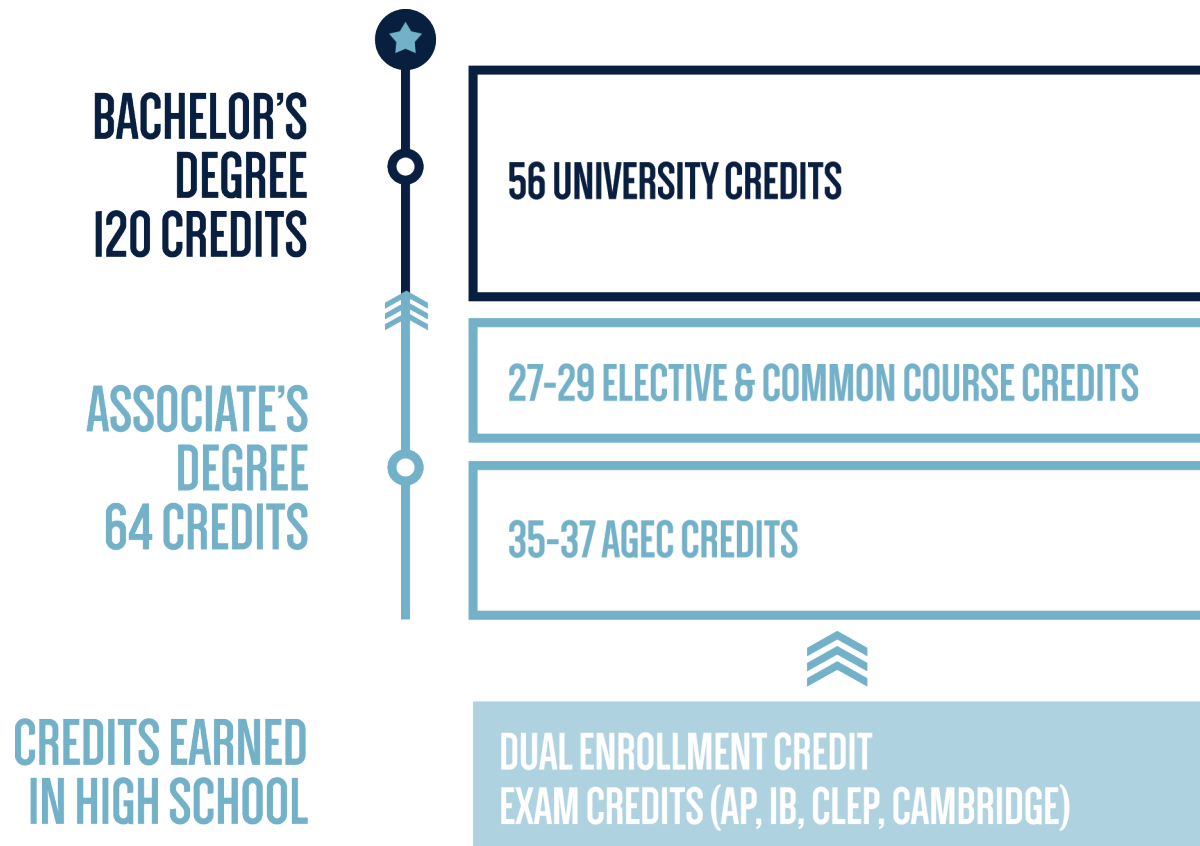
ATF MEMBERSHIP

YOUR PARTICIPATION MAKES A DIFFERENCE

- Issues discussed and recommendations made by the ATFs directly influence student transfer.
- ATF participation is the foundation for building the cooperative and collaborative relationships that support and sustain transfer in Arizona.
- Your participation is greatly appreciated.

TRANSFER MODEL COMPONENTS

PROVIDING TOOLS TO SUPPORT TRANSFER



COMMON COURSES

PROVIDING TOOLS TO SUPPORT TRANSFER

- Common Course Matrix is specific to each academic year
- Recommend appropriate AFEC and pathway changes
- Confirm current baccalaureate degrees and recommend new degrees as shared majors
- Recommend changes to common courses, commonality of shared majors; appropriate level for proposed new courses
- **ATF recommendations are reviewed and approved by community colleges and universities**

Philosophy

Effective Fall 2016

Common Pathway: AA GR
Arizona General Education Curriculum AGECA

Shared Majors: A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities.

Institution	Degree	Major
ASU Online	BA	Philosophy
ASU Tempe	BA	Philosophy
NAU	BA	Philosophy
UA	BA	Philosophy

Common Courses

*	Ethics	Introduction to Logic	Introduction to Philosophy
ASU	PHI105	PHI103	PHI101
NAU	PHI105	PHI103	PHI101
UA	PHIL113	PHIL110	PHIL111
AWC	PHI105	PHI103	PHI101
CAC	PHI105	PHI103	PHI101
Cochise	PHI130	PHI113	PHI111
CCC	PHI105	PHI103	PHI101
Dine	N/A	N/A	HUM221
EAC	N/A	N/A	PHI101
MCCCD	PHI105	PHI103	PHI101 or PHI102
Mohave	PHI151	N/A	PHI101
NPC	PHL105	PHL103	PHL101
Prima	PHI130	PHI120	PHI101
TOCC	N/A	N/A	PHI101
Yavapai	PHI105	PHI103	PHI101

See the [Degrees and Pathways](#) list for information about [language proficiency](#) requirements associated with these majors, and to learn about other majors offered by the Arizona public universities.

Proposed Changes appear in a red font.

EXAM MATRIX

PROVIDING TOOLS TO SUPPORT TRANSFER

Credit by exam data for Advanced Placement, Cambridge International Exams, College Level Exam Program, DANTES, and International Baccalaureate

The goal is to identify common cut score equivalencies across all institutions.

English Language and Composition

Effective Fall
2016

AP Exam Equivalency

*	Exam Score 4	Exam Score 5
ASU	ENG 101 (3) or Dept Elective (3) **	ENG 101 (3) or Dept Elective (3) **
NAU	ENG Dept. Elective Credit (3)	ENG 105 (4)
UA	ENGL 101 (3) or Dept Elective (3) *	ENGL 101 (3) or Dept Elective (3) *
AWC	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
CAC	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
Cochise	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
CCC	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
Dine	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
EAC	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
MCCCD	ENG 101 (3) or Elective (3)	ENG 101 (3) or Elective (3)
Mohave	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)
NPC	ENL 101 (3) or Dept Elective (3)	ENL 101 (3) or Dept Elective (3)
Pima	WRT 101 (3) or Elective (3)	WRT 101 (3) or Elective (3)
TOCC	NT	NT
Yavapai	ENG 101 (3) or Dept Elective (3)	ENG 101 (3) or Dept Elective (3)

Course Notes

* UA- ENGL 101 (3) Or Elective (3), and placement into ENG 109H.

** ASU- Placement into ENG 105 and Elective credit (3). Transfer students who have credit for ENG 102 and who completed the exam (with a score of 4 or 5) prior to enrolling in ENG 102 may receive ENG 101 credit for the exam.

Exam Info: <https://aphighered.collegeboard.org/exams/english/english-language>

Additional Info: <https://secure-media.collegeboard.org/digitalServices/pdf/ap/ap-english-language-and-composition-course-description.pdf>

Proposed Changes appear in a red font.

COURSE EQUIVALENCY GUIDE

PROVIDING TOOLS TO SUPPORT TRANSFER

Recommendations for changes to established equivalencies forwarded from ATF to universities for approval via ATF – use the CEG Change Form

CEG evaluations are processed throughout the academic year and the CEG is refreshed weekly

The screenshot shows the 'aztransfer' website interface. At the top, there are navigation links: 'Getting Started', 'Next Steps', 'Transfer Options', 'Tools', and 'Faculty / Staff'. The Maricopa Community Colleges logo is on the left. A search bar at the top right shows '2016-17' and a 'GO' button. Below the search bar, there are links for 'CEG Home', 'Subject Index', and 'Advanced Search'. The main content area displays '23 Matches Found' and a table with four columns: 'College Course', 'ASU', 'NAU', and 'UA'. The table lists various economics courses and their corresponding credit and transferability information at ASU, NAU, and UA.

College Course	ASU	NAU	UA
ECN 100 (3) <i>Economics in American Society</i>	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 105 (3) <i>Consumer Economics</i>	Elective Credit	Elective Credit	Non Transferable
ECN 110 (3) <i>Economics of Sports</i>	Elective Credit	ECO Departmental Elective	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 160 (3) ECONOMIC HISTORY OF UNITED STATES	Elective Credit, Social-Behavioral Sciences (SB), Historical Awareness (H)	Elective Credit also satisfies: Social and Political Worlds [SPW]	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 161 (3) ECONOMIC HISTORY US 1600-1870	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 162 (3) ECONOMIC HIST US 1870-PRESENT	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 165 (3) <i>The Border Economy</i>	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 170 (3) <i>Political Economy</i>	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 200 (3) <i>Labor Leadership</i>	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 201 (3) <i>Collective Bargaining</i>	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals & Societies (IS)
ECN 202 (3)	Elective Credit	Elective Credit	Elective Credit, Tier 1 & 2 Individuals &

FACULTY & STAFF PORTAL

PROMOTING COMMUNICATION

The Faculty & Staff Portal Page gives you access to all the discipline ATF pages plus additional resource including a meeting calendar and a member directory.

Access your discipline's portal by clicking on your discipline in the middle of the page.

The screenshot shows the AZTransfer Faculty & Staff Portal. At the top left is the AZTransfer logo. To the right are navigation links: Portal Home, Resources, Contact, and Login. Below the navigation is the main heading "FACULTY & STAFF PORTAL". Underneath are three main navigation options: "Meeting Calendar" (with a calendar icon), "Member Directory" (with a person icon), and "ATF Administrator Login" (with a lock icon). The central section is titled "Discipline Specific ATF Dashboards" and contains a grid of links for various academic disciplines, including Administration of Justice Studies, Agriculture, Allied Health/Health Related Professions, Anthropology, Art, Biology, Business, Chemistry, Communication, Computer Science / CIS, Dance, Early Childhood Education, Economics, Education, Engineering, English, Exercise Science / Kinesiology / Health, Family Studies & Consumer Sciences, Geography, Geology, History, Hospitality, Humanities, Interior Design, Journalism and Media Arts, Languages, Mathematics, Music, Nursing, Nutrition, Parks & Recreation / Tourism / Nonprofit Mgmt., Philosophy, Physics /Phy. Science / Astronomy, Political Science, Psychology, Religious Studies, Social Work, Sociology, Technology, Theatre Arts, and Women & Gender Studies. Below this grid are four columns of additional resources: "Statewide Leadership" (AZTransfer Facilitators, Steering Committee, Executive Committee, AZTransfer Staff), "Student / Academic Support" (Academic Advising, Admissions & Records, General Education), "Communities of Interest" (Developmental / Transitional, Sustainability / Environmental, Honors, Social Justice), and "Work Groups" (ACETS, ACRES, ASSIST, Calendar). At the bottom of the page are four sections: "MORE INFORMATION" (About AZTransfer, Vision, Mission, & Values, Contact Us, Site Feedback, Copyright & Disclaimer), "RESOURCES" (ATF Handbook, JLBC Reports, Statewide Reports, Acronyms), "LINKS" (AZTransfer.com, AZTransfer Summit, ASSIST), and "SEARCH" (a Google Custom Search box with a search button).

ATF DASHBOARDS

PROMOTING COMMUNICATION

Each ATF has a dashboard, a one-stop individualized page for your ATF:

- ✓ Meeting information
- ✓ Agenda
- ✓ Links to past meetings
- ✓ Course & Exam Matrices
- ✓ ATF CEG pages
- ✓ Major Guides
- ✓ Member contacts
- ✓ Resources
- ✓ Announcements
- ✓ Listserv address

THE ATF MEETING

GOALS & PURPOSE

- Joint curriculum planning
- Anticipate program changes
- Admission requirement changes: institutional and program
- Potential advising issues
- Importance of communication between and among institutions

ROLE OF THE MEETING HOST



ROLE OF THE MEETING HOST

PRIOR TO THE MEETING

- ✓ Confirm ATF meeting date and time with ATF Chair and AZTransfer Facilitator
- ✓ Confirm meeting room is scheduled with necessary technology
- ✓ Technology (computer projector, internet connection, and conference phone) is required at ATF meetings
- ✓ Make parking arrangements for ATF members
- ✓ Provide map to meeting room, parking location, and lodging information to ATF members via listserv
- ✓ OPTIONAL – provide refreshments and/or lunch or provide no-host options for lunch

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ROLE OF THE MEETING HOST

PRIOR TO THE MEETING

- ✓ If an individual requires Disability Support Services for a statewide meeting, the Chair, Host, and AZTransfer staff should be contacted at least two weeks prior to the meeting with information about the specific services needed.
- ✓ After the two week window, the host institution and AZTransfer will make their best effort to provide the services needed.
- ✓ The AZTransfer Steering Committee will fund any Disability Support Services that are needed at statewide meetings.
- ✓ If the individual requiring service cancels within 72 hours of the meeting, the individual's institution must assume the service costs.

ROLE OF THE MEETING HOST

DURING THE MEETING

- ✓ Review housekeeping items: locations of restrooms, lunch plans, etc.
- ✓ OPTOINAL – Ask an administrator to give a welcome to your guests.
- ✓ OPTIONAL – Schedule a tour of your campus or facilities relevant and of interest to your discipline.

ROLE OF THE ATF CHAIR



ROLE OF THE ATF CHAIR

PRIOR TO THE MEETING

- ✓ Collect and develop additional agenda items based on prior meeting notes, issues presented to ATF members, and the agenda template provided by AZTransfer.
- ✓ Confer with the AZTransfer Facilitator on the proposed agenda.
- ✓ Send ATF meeting agenda and information to members:
 - Using the ATF listserv, send notification that agenda has been posted on the ATF Dashboard and attach Word doc to meeting announcement.
- ✓ Plan to review the following items at the ATF meeting:
 - Common Course Matrix
 - Exam Matrices
 - Membership Roster, Prefix, and Degree lists
 - Ask members to bring CEG pages only if there are changes

ROLE OF THE ATF CHAIR

DURING THE MEETING

- ✓ Confirm that virtual attendees are connected via phone and Adobe Connect
- ✓ Ensure recommendations, decisions, and unresolved issues are recorded by note taker
- ✓ Lead discussion and keep on track with ATF agenda
- ✓ Voting
 - All changes must be voted upon
 - Voting results must be recorded and reported in ATF Meeting Report
 - Only one (1) vote per institution/district – not per college or campus
 - Lead members or designee votes on behalf of their institution

ROLE OF THE ATF CHAIR

AFTER THE MEETING

- ATF Meeting Report
 - Work with AZTransfer Facilitator to confirm any documents that should be included with the report have been received within 14 days after the meeting.
 - AZTransfer Facilitators will complete the report attaching meeting notes, attendance sheet, and any other appropriate documents.
 - AZTransfer Staff reviews and posts report on the ATF Dashboard.
- Represent ATF in any further discussions or meetings related to articulation issues.
- If the ATF requests that an item go to the AZTransfer Steering Committee, the Chair may need to attend AZTransfer Steering Committee meetings on behalf of the ATF.

ROLE OF THE AZTRANSFER FACILITATOR



ROLE OF THE AZTRANSFER FACILITATOR

DURING AND AFTER THE MEETING

- ✓ Provide statewide update outlined in the meeting PowerPoint slides
- ✓ Facilitate discussion and record decisions made on Common Courses, Exam Equivalencies, AGECS, Pathways and shared majors
- ✓ Facilitate CEG updates, initiating an ATF-CEG Change Form if needed
- ✓ Initiate and post the completed ATF Meeting Report and meeting notes via ATF Administrator Login (ATF Chatlines)

ROLE OF THE AZTRANSFER FACILITATOR

COMPLETING THE MEETING REPORT

- ✓ Must include:
 - ✓ Meeting attendees (name and institution, virtual or in person)
 - ✓ Meeting guests (name and affiliation)
 - ✓ Meeting suggestions, decisions, and unresolved issues
 - ✓ Voting outcomes
- ✓ Submit as an attachment to online ATF Meeting Report
 - ✓ Handouts from meeting should be included as part of the ATF Meeting Report
 - electronic copies should be provided to the AZTransfer Facilitator
- ✓ Timely submission within 14 days of meeting is essential!
- ✓ Without a Meeting Report, no meeting decisions can be recorded or changed by statewide staff.
- ✓ When finalized, the Meeting Report will be available on the ATF Dashboard

AZTRANSFER STAFF

CONTACT US

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SECTION TITLE



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