



Charter for Transfer Advisory Committee

August 2023 – June 2024

This Charter is established between the Transfer Advisory Committee and the Student Support Council to structure the process and planned outcomes included herein during the 2023-2024 academic/calendar year(s).

Purpose

The purpose of the Transfer Advisory Committee is to support Norco College's transfer mission. The committee works in conjunction with the Transfer Center to ensure students receive accurate and up-to-date academic and transfer information, to identify and remove barriers faced by transfer students, and to develop strategies to support student success. Lastly, the Workgroup will review the Transfer Center plan to ensure it complies with the requirements of Title 5.

Charge

The Transfer Advisory Committee is primarily responsible for efforts associated with the listed Educational Master Planning objective below:

- Objective 2.4: Increase number of transfers 15% annually

The Transfer Advisory Committee is responsible for supporting the Educational Master Planning Objectives Below:

- Objective 3.1: Reduce the equity gap for African American students by 40%
- Objective 3.2: Reduce the equity gap for Latinx students by 40%
- Objective 3.3: Reduce the equity gap for Men of Color students by 40%
- Objective 3.4: Reduce the equity gap for LGBTQ+ students by 40%
- Objective 3.5: Reduce the equity gap for Foster Youth students by 40%
- Objective 7.6: Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.

Guiding Principles and Assumptions

The guiding principles of the Transfer Advisory Committee is to comply with Title 5 guidelines to hold advisory committee meetings in support of the Transfer Center. The advisory group will work to increase transfer rates, close equity gaps, and to support efforts of Norco College's transfer mission.

Scope & Expected Deliverables

The Transfer Advisory workgroup includes representation from the college and transfer institutions. The goal is to collaborate twice a semester to discuss the Transfer Center Plan, transfer trends, updates on transfer policies and timelines, student achievement, and progress/outcomes on plan activities and objectives.

- Revise and review the Transfer Center Plan
- Work in conjunction with the Transfer Center to develop and promote transfer activities
- To utilize transfer and equity data to inform student-focused activities
- Review and revise expected deliverables as needed to meet identified student needs
- Provide easy access to clear, accurate, and cohesive transfer information
- Identify barriers associated with applicant admits and transfer gaps.

Membership

This workgroup is composed of Norco College classified professionals, faculty, administration, students, and university personnel. Members of the community and campus stakeholders are welcome to participate in Transfer Advisory committee meetings.

All Transfer Center employees will serve as members of the Transfer Advisory Committee; Classified professionals representing counseling, evaluations, and student equity populations (i.e. UMOJA, MoC, Foster Youth, Unity, etc.). In addition campus administration, counseling faculty, academic faculty, and university personnel will be asked to serve as members.

Meeting Time/Pattern

The Transfer Advisory committee will meet a maximum of two times every Fall and Spring semester. Zoom and in-person options will be available. Each meeting will be planned for approximately two hours.

Roles of Chairs and Members

The Transfer Center Educational Advisor will serve as the facilitator of the Transfer Advisory Committee. The facilitator will be responsible for adherence of the workgroup charge and meet Title 5 requirements for the development and facilitation of the Advisory workgroup. The facilitator is responsible for preparing agendas, and leading workgroup meetings.

Each member is recognized as experts in their fields, with critical perspectives relevant to the charge of the Transfer Advisory workgroup. Members can help achieve the charter deliverables through active participation, brainstorming, and regular attendance. During meetings, members will bring the perspectives of their constituent groups and engage in effective dialogue with the intention on finding student-centered solutions to all issues that come before the advisory group.

Meeting Procedures and Expectations

Members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.