**Table 8 Worksheet**

**Facilitator**: Rob McDermand

**Proposal 8**: The Admissions Office ~~and Registrar’s Office~~ need to work with academic advisors and transfer students making sure there is complete understanding of what hours/classes transfer.

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| 1. What actions or changes are being proposed? (start making the proposal more specific)

Currently, no change is being proposed, but rather an action to raise awareness among advisors and stakeholders of the existing university processes for making students aware of what hours and classes transfer to SFA, and how those hours/classes transfer. |
| 1. In measurable terms, what is the goal of the action?

The goal of the action is to familiarize all stakeholder groups (advisors, admissions office members, junior colleges and community colleges) with the existing systems in place at SFA for understanding how transfer credits will be accepted by the university. This needs to be accomplished through a series of interdepartmental meetings where stakeholders meet to share information about how their offices work with transfer credits, and combine to streamline the process of understanding the transfer credit process. |
| 1. On a practical level, how will this goal be accomplished?

A number of objectives are already underway through the admissions office, and those initiatives need to be better publicized, as do the current policies for transfer work, the current transfer articulation agreements with junior and community colleges in Texas. More awareness of existing partnerships with Angelina College, Tyler Junior College and Lone Star College. The SFA website needs to be made easier to navigate for transfer students who are looking to find out which classes will transfer and how they will count. An ‘Advisor Council’ was suggested as a way to get groups of professional and faculty advisors together on a repeating basis to discuss and disseminate all new policies regarding transfer work, in addition to other information relevant to the profession.  |
| 1. Where does this proposal fit in the Strategic Plan’s “Vision of the Future”? (copies will be available at the tables)

This proposal fits within sections 6 & 7 of the Strategic Plan’s Vision Statement. |
| 1. In what way will this improve the undergraduate experience?

With more, and better, access to information about transfer credits for advisors and students, undergraduates will be better served by SFA. The user experience should be streamlined, and allow for students to get better and faster information to make decisions. With better information they will have faster time to degree. With knowledgeable advisors and stakeholders, students will experience better customer service and greater relationship building with staff and advisors on campus. The cumulative effect of these better relationships and streamlined process should be improved retention and better recruitment efforts. |
| 1. What units within the university will participate in bringing about the change?

A number of offices will need to be included in a group of advisors/stakeholders that could become an ‘advising council’. These offices include the Student Success Center, professional advising centers, faculty advisors, admissions office, data center (Dorinda Byley), 2yr college advisors, the orientation office, and other motivated individuals who are cultural and social leaders on the SFA campus. Additionally, information technology will need to be involved in order to streamline the areas of the SFA website that transfer students need to utilize in order to understand how their credits will transfer. |
| 1. Who will oversee the action and be responsible for ensuring things are accomplished?

The likely leader for this project will be the Student Success Center and admissions, who can work to coordinate the other advisors and the information necessary to tie together those who need to know with the existing information that we already have in place. |
| 1. What resources (i.e., money, staff, material) are needed to carry out these changes?

Human resources will be needed to carry out these changes. The creation of a centralized advising council made up of influencers around campus will be key. The human resources most needed are time, commitment of committee members, action-oriented focus, willingness to communicate. There will be additional information technology resources required to streamline the website. |
| 1. What might be a reasonable timeline for implementing these changes? (Be sure to include intermediate steps.)

Immediate steps can be taken to start the process of sharing information with stakeholders. The creation of a centralized council can take place in the next 30-45 days with the goal of widespread information sharing completed prior to the start of Summer 1 (orientation advising). Ongoing committee meetings can take place once the committee is formed. Those meetings can be used as a clearinghouse for all information from key departments to then be disseminated throughout the university. Longer term plans would have streamlined website in place by May 2018 and have all advisors thoroughly knowledgeable about all transfer information by that time. |