

## MEMORANDUM

TO: CAP

FROM: Steering Committee

RE: International Credit Transfer and Exchange

DATE: October 16, 2019

### **Background:**

On October 22, 2018, Steering received a request from Records and Registration asking that the Undergraduate Transfer Credit Policy be enhanced to include additional information that is important for students and evaluators of transfer credit. Steering asked CAP to review changes to the Undergraduate Transfer Credit Policy suggested by the Office of Records and Registration. After gathering testimony and reviewing results, CAP recommended a number of revisions to the policy through online voting on June 4th, 2019. Steering accepted these revisions at its October 2nd, 2019 meeting and forwarded them to the Provost.

CAP's recommended changes referred to domestic programs, exclusively. CAP did not address the impact of the revised policy on international credit transfer, as Steering had requested.

### **Charge:**

Steering requests that CAP consider the impact of the revised Undergraduate Transfer Credit Policy on international credit transfers and its relation to the International/Domestic Exchange Policy. CAP should either:

- (a) suggest and draft a new policy that covers international transfer credit, specifically (that would presumably supercede the International/Domestic Exchange Policy); or
- (b) further revise the Undergraduate Transfer Credit Policy so that it addresses domestic transfer, international transfer, and exchange programs.

CAP should seek input on the suggested revisions from the Global Engagement Council, the Center for Global Engagement, the Council of Deans, Academic Leaders, Records and Registration, and other stakeholders deemed appropriate by CAP.

### **Timeline:**

CAP should begin work on the charge immediately and aim to submit a Final Recommendation to Steering by March of the 2020 semester.

**Testimony Tier:** Tier II from Faculty and Staff

The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

### **TCNJ Governance Processes**

*Step 1–Steering issues a charge*

*Step 2–Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

*Step 3–The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering. For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body. Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

*Step 4–Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

*Step 5–Steering considers the Final Recommendation*

*Step 6–The Provost and/or President and Board consider the Final Recommendation*

*Step 7–Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.*