

**Articulation and Transfer Council  
Spring Meeting Agenda  
May 1-2, 2025  
Host: Columbia Basin College  
Location: CTC 203/203A**

**Meeting Pre-work**

1. Please register here:  
<https://docs.google.com/forms/d/e/1FAIpQLSddMSWoKpigVkYBMbqPjrcWwmVia-ejSsMMWasp-JblnFe2ig/viewform?usp=header>
2. Review DTA materials sent to you via e-mail by ATC Chair Kristina Young in preparation for vote
3. Work with you IC representative to collect DTA revision feedback

**May 1, 2025**

- |           |  |                |
|-----------|--|----------------|
| 1:00-1:30 | Greetings and Welcome  | Kristina Young |
|           | <ul style="list-style-type: none"><li>● Norms, agenda, announcements</li></ul>   |                |
| 1:30-2:30 | Committees/Workgroups  |                |
|           | <ul style="list-style-type: none"><li>● Transition and Transfer</li><li>● Common Course Numbering</li><li>● Degree Maintenance</li><li>● Ad Hoc Group on Diversity Course Requirements</li></ul> |                |
| 2:30-2:45 | Break with Snacks  |                |
| 2:45-3:45 | Workgroup Report Outs  |                |
| 3:45-4:45 | DTA and Emerging Issues Discussion   |                |
| 6:00      | No Host Dinner at <a href="#">El Mirador</a>   |                |

**May 2, 2025**

- |            |  |   |
|------------|--|---|
| 8:30–9:00  | Breakfast  |   |
| 9:00–9:30  | Call to Order/Daily Overview   | Kristina Young                                |
| 9:30-11:30 | Professional Development   | CBC Student Ambassadors and Community Members |
|            | <ul style="list-style-type: none"><li>● Farm and Greenhouse (Kerrin/Jason) 9:30-9:45</li><li>● Planetarium (Prisco) 9:45-10:05</li><li>● Library (Sarah) 10:05-10:20</li><li>● SRC (Alex) 10:20-10:35</li><li>● Tour of La Casa (Jennifer) 10:35-10:50</li><li>● Tour of Thornton Courtyard 10:50-11:05</li><li>● Demo of Anatomage Table (Ranee) 11:10-11:25</li><li>● Back to CTE by 11:30</li></ul> |   |

11:30 -12:30 Lunch

12:30-2:30 pm Business Meeting

*[This meeting segment **only** will include a Zoom option for a remote presentation, voting, and recording. Link:*[\*https://cascadia.zoom.us/j/84494386177\*](https://cascadia.zoom.us/j/84494386177)*]*

- Exec Reports
- SBCTC Updates and Transfer Dashboard
- Liaison Reports (WEC, BLC, CCB, LLC, ICRC)
- ATC Voting– DTA
  - Should ATC recommend revisions to the Direct Transfer Agreement?
  - If revised, should we require a DEI course (which will fit within the regular pool of distribution or restricted elective courses)?
  - If revised, should we limit local DTA degree variations to 5 credits? To 10 credits?
  - If revised, should we limit the distribution requirements to 10 credits/2 different discipline courses each in Humanities, Natural Science, and Social Science?
- Elections and Wrap Up

## Logistics

Hotel: [Red Lion](#) and [Best Western](#) (both take the state rate)

## **ATC Update from ICRC**

### **ICRC Spring 2025 Meeting (April 10-11, 2025)**

The Intercollege Relations Commission (ICRC) held its Spring 2025 meeting in Spokane at SFCC on April 10-11, 2025, with representatives from approximately twenty-five Washington higher education institutions and multiple agencies in attendance. Key highlights included:

#### **Financial Changes**

- New dues structure approved for 2025-2026: \$150 annually for institutional members (two attendees each), \$50 annually for agency members

#### **Leadership Updates**

- Appreciation shared for Dave Sundine's time on the executive board
- Axi Bontrager (City University) elected as the ICRC Member at Large
- Melissa Sitzenstock concluding role as OAR Committee chair, with Amber Brock (Tacoma CC) assuming committee leadership. Austin Colburn (South Seattle) joined the OAR Committee.

#### **Committee Activities**

- Ongoing Articulation Review Committee working through institutional review schedules
- Handbook Review Committee working on constitution modernization

#### **Major Discussion Topics**

##### **1. Direct Transfer Agreement (DTA) Reform Discussion:**

- Process and Timeline if DTA revision is supported at ATC's May 2 meeting
- Concerns about faculty representation in decision-making process
- Mixed feedback on impacts to institutional identity and student transfer pathways
- Request for data on transfer without a degree, excess credits
- ATC feedback to investigate performance courses in the Humanities distribution and alternative courses that might fulfill QSR requirements. Consider impacts to Running Start, 'Frankenstein degrees', transfer ready vs. major ready, and limited electives at the BI's under current DTA structure.

##### **2. Transfer Course Policies (Q&A)**

- Discussion on acceptance of online lab sciences
- Clarification on ENGL& 235 and other English composition transfers
- Questions about "shelf-life" for specific courses (Math, Computer Science)
- Credit for Prior Learning transcript clarity

**Upcoming Meeting** - Fall 2025: October 9-10 at Whitman. Summer survey expected to identify barriers to in-person attendance.

# DTA Revision Process Timeline

## Key Actors

- **ATC (Articulation and Transfer Council)**: Deans and academic leaders responsible for initial recommendations
- **IC (Instructional Commission)**: VPs of Instruction who evaluate, act on, and advance proposals
- **JTC (Joint Transfer Council)**: Final draft for signatures from all 3 sector approval bodies

## Process Timeline

### May 1-2, 2025: ATC Spring Meeting

- ATC will take a formal vote on whether to advance proposed DTA revision changes (see below)
- Will and Kerry (State Board and IC representatives) will be available during the meeting if needed
- Results communicated to Kerry and Will immediately following vote

### May 12, 2025: JTC Meeting (via Zoom)

- Informational update on process withing SBCTC
- No voting action at this stage
- Baccalaureate Institutions (BIs) partners already familiar with proposed changes

### May 15, 2025: IC Transfer Committee Meeting

- Reviews ATC's recommendations
- Evaluates proposal content
- Determines whether to advance to full IC business meeting

### May 16, 2025: Full IC Business Meeting

- Discusses and potentially votes on ATC recommendations
- If approved, prepares for JTC formal review

### July 14, 2025: JTC Summer Meeting

- Earliest possible formal review of IC approved proposal
- Seek feedback from BI sectors (public universities, ICW)

## Fall 2025 - Summer 2026: Implementation Planning

- JTC review feedback from BIs
- Transfer Committee of IC review JTC feedback for any changes

## Winter 2026:

- New DTA requirements could take effect
- Current students would be able to continue under existing requirements
- JTC vote on final recommendation
- Collect signatures from sector leads
- Send to ICRC for final implementation

## Important Process Notes

- Local VP conversations with faculty, advisors, and registrars should happen **before** the May IC meeting
- VPs are responsible for gathering campus input to inform their IC vote
- ATC representatives serve as points of information in local discussions
- Goal is sector-wide consensus
- Final approval requires signatures from participating sectors
- Earliest catalog year would be 26-27, with a 2-year teach-out under the current requirements.

## Motions for ATC Vote

ATC will take a formal vote on the following four points regarding DTA revision:

1. **MOTION POINT ONE:** The DTA (Direct Transfer Agreement) requires revision to more equitably serve student transfer needs.
2. **MOTION POINT TWO:** The revised DTA should include a diversity course requirement.
3. **MOTION POINT THREE:** The revised DTA should reduce distribution courses from three to two in each of the three distribution areas core areas: Humanities, Social Science, Natural Science
4. **MOTION POINT FOUR:** The revised DTA should limit local variations from DTA credit restrictions to a maximum of:
  - Option A: Five (5) credits, OR
  - Option B: Ten (10) credits, OR
  - Option C: No specific credit limit

The results of this vote will be forwarded to the Instructional Commission Transfer Committee for consideration at their May 15th meeting.

## Articulation and Transfer Council

### Winter Meeting Agenda

January 24, 2025

Virtual: Zoom <https://cascadia.zoom.us/j/81702992906>

#### In attendance:

Aaron Coby/Grays Harbor	Gretchen Robertson/Skagit Valley CC	Marc Coomer/Yakima Valley College
Amy Kinsel/Bellevue College	Heather Mayer/Everett CC	Melissa Meade, South Puget Sound CC
Andrea Reid/Spokane CC	Heidi Summers/Clark	Patrick Blaine/Whatcom CC
Audrey Minton/ICRC Chair Gonzaga	Holly Smith/Pierce College FS	Rod Taylor/Columbia Basin College
Brian Palmer/North Seattle	Jamie Fitzgerald/Green River	Sally Heilstedt/Lake WA Institute of Tech
Candis Eckert/ Pierce College	Joe Moffett/ Olympic College	Sara Wakefield/Renton Technical
Carey Schroyer/Edmonds CC	Kristina Young/Cascadia College	Sarah Bauer/Big Bend CC
Chris Mahoney/Clover Park	Linda Beane-Boose/SFCC	Stefanie Gilberti/Lower CC
Christopher Willet/Tacoma CC	Liz Johnson/Whatcom CC	Steven Danver/Peninsula College
Erin Smith/Spokane CC	Liz Word/Highline	Valerie Sundby/SBCTC

#### To Dos from Winter 2025 Meeting

- Amy Kinsel will work with Jamie, Val, and Degree Maintenance group to send out survey requesting feedback regarding proposal for DTA changes
- ATC needs to complete Straw Poll by Friday, January 31
- Jamie Fitzgerald will bring the discussion of DTA changes to ICRC during their winter meeting
- Val update PSYCH title change on cc website
- Gretchen will send out updated calendar invite with our Spring Agenda in February

#### Votes from Winter 2025 Meeting

- Voted yes to approve Fall 2024 meeting minutes

#### Meeting Pre-work

##### Review:

- ATC Fall 2024 Degree Revision Proposal (provide feedback to Amy ([amy.kinsel@bellevuecollege.edu](mailto:amy.kinsel@bellevuecollege.edu)) by January 10th
- CWU Equity Requirement
- Meeting Minutes Fall 2024 ATC

#### Friday 1/24/25

#### Welcome & Norms

9:00 – 9:15

Welcome

- Norms, agenda, announcements
- Meditation with Nicole Wilson (Faculty Counselor Larisa Wendfeldt, Highline College)

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## **Professional Development**

9:20 – 10:35

Leading the Human Side of Change, Carlee Osburn, EAP

- [See slides](#)
- Change can impact employees and can lead to decline in productivity, enthusiasm, and morale
- Group discussed impacts of poorly managed change
- Change vs. transition—change is external (decision someone else made), transition is internal—the gradual, psychological orientation process as we adapt to change
- Transition is what we want to focus on because it is what we can impact
- Group discussed how leaders can support their teams during change
- Change can impact mind, emotions, behavior, and body in negative ways
- Change comes in waves (leaders of change, folks in the middle, and people at the end catching up), people at the front can experience fatigue from bringing everyone along
- Resource: William Bridge's *Transitional Model*
  - Beginning of change (Ending, Losing, and Letting Go) feels like end and causes grief
  - Neutral Zone is time of ambiguity (this is where people need most support to persist)
  - The New Beginning is when changes have been accepted and energy is high
- Group discussed challenge of being in the middle during change in our roles
- Key Change Strategies: Clear Communication, Empathy in Action, Stakeholder Involvement, Be Present, Recognize and Celebrate Wins, Foster Resilience, and Offer Support
- Know your leadership self—What is your style? What is your response to change? Engage in self-awareness
- Leader presence is critical in navigating change
- Building Momentum Through Leadership: Lead with Empathy, Foster Psychological Safety, and Celebrate Small Wins
- Communication: Be Transparent, Tailor Your Message, and Practice Active Listening
  - Cultivate Trust, Create Change Champions, Encourage Collaboration
  - Support Individuals Through Transition—Recognize Individual Needs, Address Resistance, Offer Tailored Resources
- Actionable Tools to Drive Change: Leadership Playbook, Feedback Loops, Self-Assessments
- Shared Resources from Group:
  - Chronicle of Higher Ed's Transformative Leadership <https://www.melanieho.com/>
  - Collaborative site:  
<https://www.chronicle.com/professional-development/programs/the-chronicles-leadership-transformation-collaborative>

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## ATC Discussion Items

10:45 – 11:45

CWU Equity Requirements Change and DTA Draft Proposal

- CWU Equity Requirements Change
  - Discussed possibility of streamlining process for articulating diversity/equity courses
  - Val shared work towards shared definition of the outcomes of community college diversity/equity courses. This is on-going work/discussion.
  - Concerns were expressed about federal funding being halted due to DEI-related courses.
  - Shared difficulty in aligning outcomes with so many different 4 years
  - ICRC Chair Audrey Minton discussed options for making articulation of diversity/equity requirements more streamlined. Discussions will continue in ICRC.
- Revised DTA draft proposal
  - As a reminder, there are two issues at hand
    - Desire to create more flexibility in DTA for students to better prepare for desired pathway
    - Desire to limit additional local DTA requirements at individual community colleges
  - Amy from Bellevue share proposed changes to DTA which includes more flexibility in distribution requirements
  - Pierce's feedback from registrar was to make it clear that those floating 15 credits are GTE and not GE (using the current DTA distinctions of electives)
  - Deans shared that faculty have concerns about impact of enrollment in specific courses—discussed the tension between this concern and the burden put on students when they are not able to take courses they need for their pathway
  - Draft language needs to make it clear that the additional elective designation requirements are limited to 5 credits WITHIN the 90 (not additionally)
  - Discussed whether we want to limit “credit-less requirements” like interdisciplinary requirements
  - Discussed whether or not the 5-credit limit for additional requirements was too much
  - Intent is to apply pressure on institutions to look at barriers of additional local requirements
  - Folks asked how this would impact MRPs
  - Amy from Bellevue asked Val how baccalaureates might respond
    - This shift would align with what four years are asking for



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- o Criteria we should be using is: What serves our students best and what fulfills our mission?
- o Discussed that limiting credit bearing requirements will cause institutions to have to prioritize requirements

## Work Groups

12:30 – 1:20

### Work Group Report Outs

1:20 – 1:50

#### Transitions and Transfer

- Workgroup is finalizing survey they are going to send out about Math pre-requisites. Survey will go to ATC within the next month so that we can talk about it in the spring meeting
- Discussed system-wide disaggregated data sharing regarding success and co-requisites
- [\\*See Transitions and Transfer Workplan](#)

#### Common Course Numbering

- Status Update - PSYC& 220 title change from Abnormal Psychology to Psychological Disorders is effective Fall 2025 (or Summer 2025 if that is your term for curriculum changes). Val will work to get it added with effective date note to the CCN List on the SBCTC site.
- Reminder - Work with your curriculum folks Deto complete the form requesting 300- and 400-level general education course information (email to Listserv from Sally Heilstedt) Working with select curriculum folks to clean up CCN titles to better fit ctcLink character limits and improve clarity; send any interested curriculum folks to Sally Heilstedt
- Reminder - No form or approval (outside of your college's processes) is needed to adopt existing CCN courses at your college.

#### ATC Ad Hoc Group on Diversity Course Requirements

Attending: Liz Word, Audrey Minton (ICRC chair), Kristina Young, Heather Mayer, Jamie Fitzgerald

- Reviewed notes from fall meeting. Ad Hoc group hasn't met since then.
- **ICRC Conversation**
- Any updates from ICRC since Fall? Conversation put on hold since being discussed at so many places. Think ICRC is a great venue for discussion since two years and four years are both represented, including perspectives we might not be hearing at ATC.

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- Would it be possible to have a summit where representatives from all colleges bring their examples and rubrics and have a facilitated conversation about common outcomes to see if there's something that we could agree to? What could we do that would satisfy the lower division requirements for most of our transfer partners, that would be acceptable to both?
- Would be a good opportunity for open dialogue and what is best for students.
- Are the previous transfer summits examples of what this could look like?
- ICRC and Washington Council each have their own funding, could they sponsor facilitation?
- Does every 4 year have a diversity requirement? Not all, a few don't.
- Propose that we endorse the Diversity requirement in the DTA. Also important for universities to then take that back to their institutions and see if it would meet their own DEI requirements.
- Is there room for this conversation at an upcoming ICRC meeting? Could begin this Spring on day 2 of the meeting in April.
- Audrey will send it as pre-work to Spring ICRC to bring their diversity outcomes/requirements to the meeting.
- **Survey Analysis** [ClaudeAI analysis of survey responses](#) (doesn't include what was submitted as attachments)
- Heather will go into the survey results and view the attachments to do some ClaudeAI thematic analysis. Need to reach out to those who didn't complete the survey.
- Equity Degree Requirement [Survey link](#)

#### Degree Maintenance

- Proposing that we take vote in this meeting and then collect feedback to push to IC
- Vote: ATC supports moving a recommendation forward to IC to make changes to the DTA to make distribution requirements more flexible and to limit local requirements
- Gretchen, Val, Jamie, and Amy are going to get together early next week to pull together questions for deans to consider and discuss with their faculty regarding changes to the DTA.
  - o They will send out a survey by the end of next week asking whether or not the deans support moving forward with making changes to the DTA
  - o Jamie will take the results of this survey to the IC winter meeting

## Exec Reports

Jamie Fitzgerald, Chair

- Attended IC meeting and shared out workplan
- Reverse transfer interagency conversation
- Jamie will go to Olympia for IC meeting in February

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Kristina young, Vice Chair

- Lodging for spring will be coming soon

Brian

- \$1,800 expenses
- \$7,000 balance
- 12 schools have paid dues and others have not

### **Liaison Reports**

- BLC—working with Central Washington University on system-wide articulation for Applied Business BAS programs
  - Policy group working on recommending updated process for BAS application
- Amy Kinsel will be attending winter WEC and will provide an update to listserve
- Patrick will be attending e-Learning Council in February and will be listening for info on Title II info and will share with ATC via email
- LLC is happening next week and will be talking about Title II as well

### **Legislative Updates/SBCTC Updates**

- JTC will be doing an executive summary that they can share out with ATC
- JTC has approved final new CS DTA and has approved elimination of CS part of AS-2
- Four years are still getting us an advising guide of electives
- Elimination of AS—2 (not whole AS—2, just computer science piece) we need to teach it out, or move students to DTA
- Working on pre-nursing and BIO
  - BIO meeting for the first time Mid-February
  - Pre-nursing will be looking at allied health and recommendations around standardizations of nursing entrance requirements
- JTC is now meeting with ICRC to coordinate
- DOJ is on everyone's mind, that will be IC's PD for Winter
- ATC members should subscribe to leg news  
[https://lists.ctc.edu/mailman/listinfo/sbctc\\_legislative\\_news\\_lists.ctc.edu](https://lists.ctc.edu/mailman/listinfo/sbctc_legislative_news_lists.ctc.edu)
- Val is stepping away from SBCTC on sabbatical and serving as TCC's interim provost

### **Voting and Final Discussions**

2:45 – 3:00

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- Vote on fall meeting minutes: 24 yea 1 abstain: VOTE YES