

Credit Transfer Project Charter

15 June 1012

- I. General Statement of Purpose. This Charter sets out the roles and responsibilities of the Steering Committee for the Credit Transfer Project.

- II. Responsibility and Authority. The Steering Committee has responsibility for successful completion of the Credit Transfer Project within the terms outlined in this document, meeting all outcomes, budgets and schedules - including those for individual deliverables and audit milestones - and for successful implementation of those policy and operational changes approved by the Board following review of the Plan Design. The Steering Committee must have prior approval from the Chancellor before changing project outcomes, scope, budgets, timelines, or processes, or before making any other policy or operational changes requiring Chancellor or Board approval. It has authority to expend budgeted resources, assemble and direct subteams, and take other steps approved by the Chancellor necessary to fulfill this charter.

- III. Composition. The Steering Committee is:
 - President Wilson Hess, Chair
 - Trustee Gregory Johnson
 - Provost Susan Hunter
 - Associate Provost Dahlia Lynn

Membership may be changed by the Chancellor, Board representation excepted. The Committee began its work upon plan approval by the Board of Trustees on 21 May 2012. It will disband upon successful operationalizing of the initiative or as determined by the Chancellor or Board of Trustees.

- IV. Outcomes.
 - The Credit Transfer Steering Committee will direct outcomes leading to the development of a comprehensive intra-system transfer of credits plan by the end of October 2012 for review by the Presidents' Council and the Board of Trustees. The plan must not impose undue financial penalty to the student in terms of his or her academic progress.

 - The Credit Transfer Project intra-system component will follow the 4 Stage change process (Analysis, Plan Design, Implementation, Audit). Deliverables for Plan Analysis and Design include: a recitation of benchmarks and best practices, a review of current status, a description of a recommended intra-campus credit transfer model that includes a policy risk and impact analysis, a financial risk and impact analysis, an implementation and communications plan, and audit milestones. Stage 3 involves implementation following Board approval of the Plan Design, with Stage 4 following the schedule of audit milestones.

- This Review will begin May 23. A complete timeline that meets outcomes will be available by June 30.

- Pending cooperation by the Community College System, the Steering Committee will direct outcomes leading to the development of a comprehensive inter-system transfer of credits with the Maine Community College System by the end of October 2012 that does not impose undue financial penalty to a student's academic progress.

- The Credit Transfer Project inter-system component will follow the 4 Stage process. Deliverables for Plan analysis and Design include: a recitation of benchmarks and best practices, a review of current status, a description of a recommended inter-system credit transfer model that includes a policy risk and impact analysis, a financial risk and impact analysis, an implementation and communications plan, and audit milestones. Stage 3 begins implementation following Board approval of the Plan Design, and Stage 4 follows the schedule of audit milestones.

- This Review will begin as soon as project engagement with the Community College System is established. A complete timeline that meets outcomes will be available as soon as possible thereafter.

The Credit Transfer Steering Committee will direct outcomes leading to the implementation of these programs for academic year 2013-14 or as directed by the Board of Trustees.

- V. Resources. All System employees engaged in this initiative will perform this work as part of their normal duties, with no compensation stipends attached. The Steering Committee will be staffed by system or campus staff and the System's Office for Organizational Effectiveness. Project direct costs for FYs 2012 and 2013 will not exceed \$50,000 and for FY2014 \$70,000.
- VI. Other. This initiative supersedes and incorporates all other campus or System efforts concerned with credit transfer.