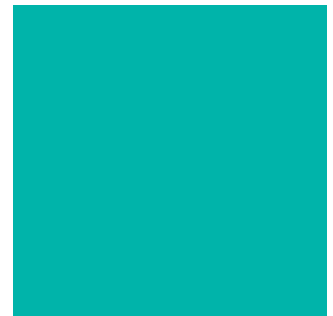


2015-2016 ACADEMIC YEAR

# PARTNERSHIP REPORT

Prepared for Arizona Western College || September 8, 2016



# INTRODUCTION

A MESSAGE FROM KELLY ROBLES, AZTRANSFER EXECUTIVE DIRECTOR

AZTransfer's vision is that college degrees are accessible to all Arizonans. We support successful application of transfer credits leading to degree completion for students in all public and tribal higher education institutions in Arizona. Our primary focus is reducing time and cost to degree by reducing loss of credit hours upon transfer between institutions. We simplify the transfer process by removing the traditional barriers that students have historically faced when moving from a community college to a university.

The priorities established by the AZTransfer Steering Committee inform the work of our team to develop tools for students and also promote the value and use of these tools. AZTransfer staff create and maintain a number of online self-service tools for students so that they can compare university degree programs, find the equivalent courses at their local community college, and confirm that they are on the right path.



This report is provided to AZTransfer institutions to identify, archive, and summarize the key financial and human capital contributions to the Arizona Transfer System made jointly by each institution's participants and AZTransfer staff in the 2015-2016 academic year.

Kelly Robles  
Executive Director

# MEMBERSHIP

AZTransfer's organizational structure is built around multi-institutional collaboration throughout all of our committees and workgroups. By bringing all 15 higher education institutions together, AZTransfer is well-positioned to implement meaningful change to positively impact the student transfer experience. These committees represent a variety of educational interests including strategic planning, academic advising, admissions/records, curriculum planning, and data and evaluation.

AZTransfer is organized into several key bodies including a Steering Committee, AZTransfer Facilitators, and Articulation Task Force (ATF) faculty/staff representatives. These groups are the collective membership of each of our 15 higher education institutions in Arizona. It is a point of pride for AZTransfer that each of our 50+ committees has at least one representative from our participating institutions. This in-kind commitment of time and effort is made voluntarily by each school and is a testament to the value they place on the work that we do.

TYPE OF MEMBER / CONTACT	NUMBER FOR AWC IN 2015-2016	NUMBER FOR ALL INSTITUTIONS IN 2015-2016
Total Number of AZTransfer Members	70	1,757
ATF Faculty	49	1,254
ASSIST	5	86
Academic Advising ATF	1	79
Admissions & Records ATF	3	66
General Education ATF	2	37
Communities of Interest	13	168
15 Years or More of Service to AZTransfer	6	157

# ARTICULATION TASK FORCES

AZTransfer manages 41 discipline specific Articulation Task Forces (ATFs) comprised of over 1,700 individual participants who meet annually. ATFs consist of faculty members appointed by their institution to represent both the institution and their specific academic discipline(s). ATFs serve as a forum for public community colleges and universities to cooperatively exchange articulation information in a timely manner in order to actively participate in the implementation of the Arizona Transfer System.

Below is a summary of institutional participation in the Articulation Task Forces for the 2015-2016 academic year identifying facilitators, chairs, and hosts for given disciplines.

## Participation Profile

Attended: 34    Absent: 3    No Program: 4

## Facilitated Meetings

Institutions designate an ATF Facilitator who has responsibilities at both the institutional and statewide level for managing the operational procedures supporting transfer articulation in Arizona. Facilitators provide oversight and coordination of processes and procedures related to ongoing maintenance of course equivalencies and transfer tools. Facilitators ensure faculty and staff are familiar with the Arizona Transfer System.

### AWC Facilitated Meetings

DISCIPLINE	FACILITATOR
Allied Health / Health Related Professions	Elaine Groggett
Anthropology	Elaine Groggett
Psychology	Elaine Groggett

## Chaired Meetings

Faculty from each institution voluntarily chair ATF meetings each academic year. Responsibilities of the chair include communicating meeting information and agenda to ATF members, coordinating and leading discussion of business items, and working with the assigned AZTransfer Facilitator to ensure accuracy and appropriate meeting documentation.

### AWC Chaired Meetings

DISCIPLINE	CHAIR NAME
Exercise Science, Kinesiology, PE, & Health & Wellness	Jane Peabody

## Hosted Meetings

Institutions voluntarily host ATF meetings each academic year. Responsibilities of hosts include scheduling rooms, setting up teleconference equipment, providing refreshments/lunch, communicating signage and parking details, recommending lodging for traveling faculty, and making special accommodations when applicable.

**AWC Hosted Meetings: None**

# COURSE EVALUATION

The Arizona Course Equivalency Tracking System (ACETS) is a web-based application that tracks course equivalency decisions, including SUN courses, as the courses move through the statewide evaluation and articulation process. ACETS supports all decision-making required to establish equivalencies in Arizona beginning with the initial request for an equivalency evaluation and ending with the creation of a report to be used by Arizona university encoders. ACETS tracks the timeframe for course equivalency from source institution to target institution and triggers a report to target institutions when timelines are outside normal boundaries. A target school records its decision in ACETS within 45 days and encodes it within 15 days. Institutions can check recent information activity by querying the database.




## ACETS Numbers Report

Number of forms submitted by AWC.

FORM TYPE	NUMBER
New Course Form	156
Modified Course Form	32
Editorial Change Form	0
Course Deletion Form	58
Data Cleanup Form	0
CEG Cleanup Form	0
Exam Change Form	0
SUN Action Form	2

## ACETS Equivalency Completion Report

TOTAL AWC SUBMISSIONS 248

 ARIZONA STATE UNIVERSITY		 NORTHERN ARIZONA UNIVERSITY		 ARIZONA	
Direct Equivalency	35	Direct Equivalency	9	Direct Equivalency	17
Departmental Elective	16	Departmental Elective	163	Departmental Elective	147
Elective Credit	10	Elective Credit	12	Elective Credit	5
Not Transferrable	7	Not Transferrable	1	Not Transferrable	14
Pending	62	Pending	0	Pending	6



# CURRICULUM APPROVAL & FORM ROUTING

The Academic Curriculum Review and Evaluation System (ACRES) is available for Arizona institutions to use for their formal internal curriculum review and evaluation process. Curriculum approved through ACRES can be submitted directly to ACETS with a single click. Other institutional processes can also be deployed in ACRES such as Program Approval forms, Institutional Degree/Certificate forms, Employee Development and more.

---

## ACRES Numbers Report

The total number of forms in the system for AWC is 2,951, including archives. Below is a summary of the forms processed through academic year 2015-2016.

FORM NAME	NUMBER
General Course Form (New Course or Major/Minor Changes)	1,348
General Program Form (New Program or Major/Minor Changes)	364
Deletion of Course or Program	341
NEW General Education (GE) Course Form	11
Writing Intensive Course Checklist	46
Group Minor Modification	15
Credit by Examination	46
Program Approval Request Form	3

# DATA REPORTING

The Arizona State System for Information on Student Transfer (ASSIST) is a relational database containing enrollment and degree information on students attending Arizona's public universities and community college districts. The public universities and colleges submit prescribed data files to AZTransfer, each containing data about students enrolled at their institution and degrees received. Using an eight-step algorithm, AZTransfer processes the submitted students to determine the ASSIST student identification number and adds the data to the database, thus providing the institutions with the capability to track their students as they attend institutions around the state without identifying the specific student. The ASSIST Steering Committee is responsible for overseeing the usage of ASSIST. The ASSIST Data Contact is responsible for submitting the prescribed data files.

## Data Processed

TYPE OF DATA PROCESSED	NUMBER FOR AWC IN 2015-2016	NUMBER FOR ALL INSTITUTIONS IN 2015-2016
Number of Files Loaded Into ASSIST	4	157
Number of Records (Student Enrollments and Degrees Loaded Into ASSIST)	77,191	4,873,781
Number of Students Processed for ASSIST Student ID Number	19,591	1,022,966
Number of Revised Files Loaded to Replace ASSIST Data	1	15
Number of Revised Records (Students) Loaded to Replace ASSIST Data	2,333	1,070,955

## Standard Reports

The first goal of ASSIST is to provide information to assess the effectiveness of Arizona's general education curriculum and transfer model. AZTransfer prepares several reports throughout the year for each institution that report on the number of the institution's students that transferred to the universities, and the number of their transfer students that received baccalaureate degrees. These reports are distributed by AZTransfer to both the ASSIST and AZTransfer Steering Committees. The information in ASSIST is also available to participating institutions directly, so that institutions may produce reports that meet their specific need.

REPORT DESCRIPTION	NUMBER FOR AWC IN 2015-2016	NUMBER FOR ALL INSTITUTIONS IN 2015-2016
New Transfers by Ethnicity, Gender, Age Group, Entry Transfer Hours, Discipline, Academic Preparation	2	36
Baccalaureate Degree Recipients by Ethnicity, Gender, Age Group, Entry Transfer Hours, Discipline, Academic Preparation	2	36

## Other Reports & Projects

In addition to standard reporting, AZTransfer prepares reports as approved by the ASSIST Steering Committee, most often when all institutions are asked to prepare a report for an external entity. AZTransfer will access ASSIST on behalf of the individual institutions and prepare the same report for each institution. Examples of this type of reporting completed in 2015-2016 include the calculation of a New-to-Higher Education cohort (NHE) and their transfer rate for the Community College Strategic Vision 2020 report, and the reporting of students that may be eligible for reverse transfer credits.

REPORT / PROJECT DESCRIPTION	NUMBER FOR AWC IN 2015-2016	NUMBER FOR ALL INSTITUTIONS IN 2015-2016
ABOR Enterprise Metrics: New Transfers, Baccalaureate Degree Recipients, Four-Year Graduation Rate	0	3
Enterprise Metrics: Four-Year Graduation Rate by CC Transfers	1	23
CC Strategic Vision 2020: Transfer Behavior Cohort Six-Year Transfer Rate	1	10
NHE Transfer Rate: General Cohort, Transfer Intent Cohort, Transfer Behavior Cohort, Three-Year, Four-Year, Five-Year and Six-Year Transfer Rate	2	31
New to Higher Ed Cohorts: Number of Students in Cohorts	3,387	66,096
New Transfer Graduation Rate: New Transfers' Three-Year, Four-Year, and Six-Year Graduation Rates by Ethnicity, Gender, Age Group, Entry Transfer Hours	0	3
Reverse Transfer Report: Possible Reverse Transfer Students	1	19

# AZTRANSFER SUMMIT

The AZTransfer Summit is a conference for faculty and transfer professionals in Arizona public postsecondary education to convene and network, share best practices, explore trends in transfer, and learn more about the Arizona Transfer System. The third annual Summit was held April 21-22, 2016 at the WeKoPa Resort in Scottsdale, AZ.

---

## Total Summit Attendance: 313

This was a 61% increase from the 2015 Summit and a 130% increase from the first Summit in 2014.

---

## Summit Attendees from AWC

Total Registered: 5

---

## Presenters from AWC

Martha Cordova and Maria Guerrero  
*The Development of A Standalone Transfer Department*





# YEARS OF SERVICE RECOGNITION

On April 21, in conjunction with the Summit, AZTransfer held a 20th Anniversary Gala to celebrate the long-standing success of the Arizona Transfer System and honor faculty and staff with 15 or more years of service to the organization. The evening featured alumni speakers and presentation of years of service certificates and pins to honorees.

---

## 20th Anniversary Gala Attendees from AWC

Total Attended: 6

## 15 Years of Service Honorees from AWC

Scott Donnelly  
Linda Elliott-Nelson  
Gary Neumeyer  
Liz Renaud  
Daniel Russow  
Joe Vielbig



# OUTREACH & COMMUNICATIONS

Part of AZTransfer's marketing and communications plan includes participation in college fairs, transfer fairs, and conferences that connect AZTransfer with students, families, counselors, advisors, and educational professionals statewide. Below is a summary of AZTransfer's participation at the county, state, and national level.

---

## FALL 2015

### High School Visits - Yuma County

---

Antelope Union High School  
College, Career, and Military Fair

### Information Fairs at AWC

---

Arizona Western College Transfer Fair  
Arizona Western College Family Night

### National Events

---

#### National College Access Network Annual Conference

Presented "Increasing Access through Marketing & Outreach: Strategies to Promote Higher Education on a Shoestring Budget." September 2015, Ft. Lauderdale, FL

### Information Tables - Statewide Events

---

Phoenix NACAC  
Arizona ACT Conference

---

## SPRING 2016

### Information Tables

---

Yuma Youth Town Hall Annual Conference  
Arizona Western College Table Visit

### Advisor Trainings

---

Arizona Western College Advisor Presentation  
February 2016

### Information Tables - Statewide Events

---

Phoenix RMACAC  
Arizona School Counselors Association  
Spring Conference

### National Events

---

#### National Institute for the Study of Transfer Students Annual Conference

- One (1) AZTransfer representative participated. February 2016, Atlanta, GA.

## DISTRIBUTION OF MARKETING MATERIALS

AZTransfer provides marketing collateral and promotional items to each member institution by request. The materials are used in orientation packets, during advising sessions, as a compliment to recruitment and outreach efforts, and more. A description of marketing collateral is included on the next page.

To request materials, please contact the AZTransfer Marketing & Outreach team (see contacts page).

---

### Materials Distributed to AWC

	BROCHURES	BOOKMARKS	AGEC CARDS	TOTAL
Arizona Western College	200	200	200	600

# PUBLICATIONS & RESOURCES

AZTransfer produces several annual publications designed with several different audiences in mind. Below is a list of the publications produced in 2015-2016.

## MARKETING COLLATERAL



### Brochure

This brochure explains the many tools and resources on AZTransfer.com that support successful transfer in Arizona.

**AUDIENCE:** High school students, community college students, parents, counselors, advisors.



### AGEC Reference Card

This card provides an overview of the components of the Arizona General Education Curriculum and its benefits.

**AUDIENCE:** High school students, community college students, parents, counselors, advisors.

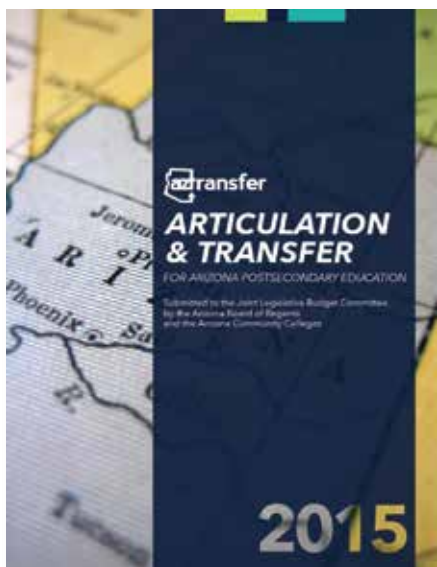


### Bookmark

This bookmark is a basic introduction to AZTransfer.

**AUDIENCE:** High school students, community college students, parents, counselors, advisors.

## REPORTS & MANUALS



### JLBC Report

In accordance with ARS 15-1824, AZTransfer prepares this annual report to the Joint Legislative Budget Committee on the progress toward improving articulation and transfer in Arizona. This report is published and distributed to stakeholders statewide in December. It is available in print and online.

Year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	% Change
<b>Bachelor's Degrees</b>	6,381	6,846	6,810	7,127	7,044	7,041	+10.6%
<b>Associate Degrees</b>	624	692	699	760	764	779	+24.2%
<b>Transfer Students</b>	160	168	168	202	217	241	+51.9%
<b>Total</b>	7,165	7,706	7,677	8,089	8,025	8,061	+12.7%

### ASSIST Reports

ASSIST produces five standard reports annually. These reports, available online, are:

- Arizona Statewide Transfer Student Profile Summary
- Baccalaureate Degree Recipients from Arizona Community Colleges
- New Transfers from Arizona Community Colleges
- AZTransfer Key Performance Indicators
- Arizona Statewide Transfer Rate



### User Manuals

AZTransfer offers four user manuals: the AT Handbook & Policy Manual, Website Users Manual, Technology Users Manual, and the ASSIST Users Manual. These manuals can be accessed online via the Faculty/Staff portal page.



# CONTACTS

The individuals listed below are key contacts for questions about AZTransfer.

---

## Steering Committee

### Linda Elliott-Nelson

Vice President for Learning Services  
linda.elliott-nelson@azwestern.edu  
(928) 344-7516

## AZTransfer Facilitator

### Elaine Groggett

Director of Assessment, Program Review, Curriculum & Articulation  
elaine.groggett@azwestern.edu  
(928) 317-6043

## ASSIST Steering Committee

### Mary Schaal

Dean of Institutional Effectiveness, Research & Grants  
mary.schaal@azwestern.edu  
(928) 344-7772

## AZTransfer Staff

### Kelly Robles

Executive Director  
kelly@aztransfer.com | (480) 731-8781

### Helena Babiski

Program Coordinator  
helena@aztransfer.com | (480) 731-8780

## MARKETING & OUTREACH

### Erin Woodell

Director of Marketing & Communications  
erin@aztransfer.com | (480) 731-8782

### Lisa Rodrigues

Outreach & Communications Specialist  
lisa@aztransfer.com | (480) 731-8795

## TECHNOLOGY & ASSIST

### Rebecca McKay

Sr. Director of Technology & ASSIST  
rebecca@aztransfer.com | (480) 731-8783

### Tracy Salter

Sr. ASSIST Data Analyst  
tracy@aztransfer.com | (480) 731-8784