**ATF Meeting Agenda**

Date:

Location:

Other Info:

Meeting Host:

Online Meeting:

Conference Phone:

Phone Code:

1. Welcome and Introductions (ATF Chair)
	1. Identify a notetaker and chat room monitor (Facilitator)
	2. Record attendance and any guests (Facilitator)
2. Review of meeting minutes from 2020 (ATF Chair)
3. AZTransfer Executive Director Update (Kelly Robles via video link)
4. College and University Course Prefixes Review (Facilitator)
	1. Review the lists of college course prefixes and university course prefixes on the ATF Dashboard
	2. Confirm that each prefix is still correct. Facilitators: record any proposed changes in the meeting report and through the Chatlines. Administrator Login > Chatlines > Edit Screens > 2. Edit/Add ATF Prefixes
5. Course Equivalency Guide Review (Facilitator)
	1. From the ATF Dashboard, under the list of College Course Prefixes, review each institution’s CEG page by prefix.
	2. Scan the courses listed to confirm that nothing is missing. If courses are not listed, faculty should work with their Institutional Facilitator to have that course submitted through ACETS for evaluation. Facilitators: record any discrepancies in the meeting report, and provide the faculty member with the name of their institutional facilitator for further changes to be made.
6. Common Course Matrices Review (Facilitator)
	1. Review the Matrices listed on the ATF Dashboard
	2. Are the courses listed on the Common Courses section of the matrix required for the university degrees listed above? If not, should they be re-categorized as Electives?
	3. The Matrix Change Report lists any changes which were approved in the past year.
7. Exams for Credit Review (Facilitator)
	1. The Exam Equivalency Guide holds data for AP, Cambridge International Exams, CLEP, DSST, and IB. Please review data if there are exams relevant to your discipline.
	2. Are there exams associated with your ATF? The goal is to identify common cut score equivalencies across all of our institutions. Facilitators: Use the Chatlines to record proposed changes. Administrator Login > Chatlines > Edit Screens > 1. Request Change to Matrix.
	3. Some exams may have changed during the past academic year. If there are proposed changes relevant to your discipline, these will be noted within the matrix in red. University faculty have determined whether or not this exam warrants new course equivalencies at their institutions. The goal is to have all institutions in alignment for exam equivalencies. Facilitators: Use the Chatlines to record proposed changes. Administrator Login > Chatlines > Edit Screens > 1. Request Change to Matrix.
8. Meeting Wrap-Up (Facilitator)
	1. Record ATF decisions.
	2. Identify items to follow up on before the next meeting and specify lead people for those items.
	3. Identify specific issues to bring forward to AZTransfer.
	4. Suggested agenda items for next meeting
	5. Plan the next Fall meeting:
		1. Chair/Co-chairs (institution and specific individual)
		2. Host (institution and specific individual)
		3. Location (institution and specific campus)
		4. Date
		5. Time
9. Curricular Updates (ATF Chair)
	1. Update on university general education requirements (Lead members from each university)
	2. Institutional updates for curriculum planning and anticipated program changes (Lead member from each institution)
10. Discussion
	1. Any discussion items brought forth by the chair
	2. Any discussion items brought forth by the group