How to move to the new AGEC

* Step 1- get faculty to align the existing AGEC courses to the new criteria.
* Step 2- ‘steering committee’ determines if any courses should be removed from being AGEC courses (continually low/no enrollment)
* Step 3- have the checklist of everywhere the AGEC course updates need to be made and make assignments as to who is responsible for updating the info and where
	+ SIS (courses and programs, degree audits), catalog, AZTransfer, webpages, documents, program check sheets, program maps, GE course syllabi
* Step 4- work with the faculty to update AGEC requirements for programs- encourage open AGEC to let the students select what is needed for WHERE THEY ARE GOING TO TRANSFER TO… not keep it as is because it was since 1999
* Step 4- do not make meetings just to make meetings but check in with each other to see how changes are progressing- does anyone need help? Encouragement?
* Step 5- make the AGEC yours- we made a logo
* Step 6- FAQ sheet for the faculty and students- Why is the AGEC changing
* Step 9- work with marketing to develop emails/social media posts for students
* Step 8- reach out to AZTransfer to update information online

This can be done in a year but you have to be organized, divide the work, and keep moving forward.