**The FUNdamentals: Basic AZTransfer Concepts and Little-Known Facts**

1. How many different disciplines are there in the state of Arizona?
	1. *43*
2. How many partner institutions participate in AZTransfer?
	1. *15: 10 community college districts, two tribal colleges, and three public universities*
3. What are the three requirements to [establish a new articulation task force](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/establish-a-new-articulation-task-force)?
	1. *At least one university must offer a bachelor’s degree in the discipline.*
	2. *Four community college districts must offer courses leading to the university degree.*
	3. *There must be a minimum of 120 unduplicated headcount of community college students taking the courses in the prefixes associated with the discipline*.
4. How does an institution receive the designation of “No Program” for a given discipline?
	1. *The institutional facilitator makes this determination at the beginning of the ATF season and notifies AZTransfer if it changes.*
5. True or **False**: In order for a discipline to be considered “No Program,” all values in every column of the Common Course Matrix (CCM) for that institution must be null.
6. Name 3 disciplines that all of our institutions have programs in? (There are 15 out of 43 disciplines meeting this criteria)
	1. *Art, Biology, Business, Chemistry, Computer Science, Early Childhood, Education, English, History, Languages, Mathematics, Nursing, Psychology, Sociology, Trades & Industrial Professions*
7. If an institution has a No Program status for a given discipline, can a representative of their institution still attend that discipline’s ATF meeting?
	1. *Yes! But they will not get credit for their attendance. Their attendance will not be reflected in the Attendance Report at the end of the season.*
8. What four institutions had 100% attendance at all discipline specific ATF meetings in 2022?
	1. *ASU, MCCCD, NAU, Pima*
9. How many disciplines had 100% attendance in 2023? Name 5 of them.
	1. *12 disciplines*
	2. *Allied Health, Biology, Chemistry, Dance, Ethnic Studies, Family Studies & Consumer Sciences, Geography, History, Interior Design, Parks & Rec, Psychology, Religious Studies*
10. Which 6 discipline specific ATF meetings were least attended in 2022?
	1. *Sociology (73%), Nutrition (75%), Exercise Science (78%), Geology (79%), Philosophy (79%), Physics & Astronomy (79%)*
11. Which statewide meeting was the best attended?
	1. *Facilitators meeting at 93% (This data reflects the 2022 facilitators summer training attendance)*
12. **True** or False: Only faculty members can have the designation of “Member” as their affiliation to a discipline specific ATF group.
13. True or **False**: A person attending the ATF meeting as a Liaison has voting rights.
14. When someone considered an Alternate attends and ATF meeting, what are the conditions under which that person is allowed to vote?
	1. *When the person is a faculty member, acting on behalf of the lead member.*
15. If a person is attending an ATF meeting for the purposes of observation, the correct role definition for their affiliation to the group is that of *“ liaison. “*
16. Someone’s name does not appear within the ATF meeting’s RSVP. What is the fix?
	1. *The discipline must be added to the person’s profile. Be sure to read the role definitions to determine the appropriate role affiliation.*
17. True or **False**: The names of everyone affiliated to a discipline as “listserv only” will appear within the RSVP.
18. If someone wants to be in an ATF group’s listserv for purposes of learning and observing, but they do not want to have to RSVP to the ATF meeting, the correct role affiliation is *listserv only.*
19. If an institution sends 3 people to an ATF meeting, how many votes does that institution get at the meeting?
	1. *One*
20. The correct role designation for voting members in an ATF group is *Lead Member.*
21. How many days after the ATF meeting concludes is the Meeting Report due?
	1. *14*
22. **True** or False: The attendance sign in sheet is considered part of the Meeting Report and must be uploaded to the Meeting Report before the Meeting Report can be submitted.
23. If you are the meeting facilitator and cannot open the ATF meeting’s Zoom link, what is the first thing you should do to troubleshoot the problem?
	1. *Log out of Zoom, then log back in using your ASURite ID credentials.*
24. True or **False**: Institutional facilitators are expected to be curriculum experts for their institutions.
25. True or **False**: Meeting facilitators are expected to be curriculum experts in the discipline area of the meeting they are facilitating.
26. **True** or False: In connection with submitting the Meeting Report, meeting facilitators are expected to enter all changes proposed during the ATF meeting before submitting the Meeting Report, and before their meeting responsibilities are considered complete.
27. **True** or False: For hybrid meetings, sign in sheets that are uploaded to the Meeting Report should specify if attendance was virtual or in-person.
28. If at least \_\_\_\_\_ people do not attend hybrid meetings in-person, it is recommended that the meeting be held virtually the following year.
	1. *7*
29. What are the 5 elements required to arrange the next year’s ATF meeting?
	1. *Next Fall meeting date*
	2. *Next Fall meeting time – including start and end times*
	3. *Next Fall meeting location*
	4. *Next Fall meeting Chair*
	5. *Next Fall meeting host and institution*
30. True or **False**: If an ATF group wants to meet in the fall and in the spring, AZTransfer will provide a facilitator and tech support for both meetings.
31. **True** or False: A transfer student has guaranteed admission to one of the three public universities provided they’ve completed the AGEC and have a minimum cumulative GPA of 2.5*. (*[*101: AGEC Admission Benefits*](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/101-agec-admissions-benefits)*)*
32. True or **False:** Course rigor and faculty credentials are used to determine equivalencies of transfer courses. *(*[*105: Evaluation of Coursework*](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/evaluation-of-coursework)*)*
33. “D” grades are / **are not** allowed into the AGEC for transfer credit. *(*[*403: Pass/ Fail Coursework*](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/403-pass-fail-coursework)*).*
34. In instances where curricular changes occur for a course that appears in the CEG, institutional facilitators are responsible to ensure that the change is submitted through ACETS, the system that tracks course equivalencies. *(*[*Course Bank Database*](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/course-bank-database)*)*
35. Examples of transcripts from community colleges that designate credit earned through the AGEC, associate degree, and Prior Learning Assessment can be found in the AZTransfer Handbook & Policy Manual under the heading *Additional Resources & Information/ Transcript Samples. (*[*Transcript Samples*](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/transcript-samples)*)*
36. If an individual requires Disability Support Services for a statewide meeting, the *chair*, *host*, and *articulation facilitator* should be contacted *two* weeks prior to the meeting with information about the specific services needed*. (*[*Disability Support Services at ATF Meetings*](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/disability-support-services-at-atf-meetings)*)*
37. What are 4 tasks that an institutional facilitator is required to complete in preparation of an ATF season? (*[AZTransfer Institutional Responsibilities/ Database Updates](https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/aztransfer-institutional-responsibilities)) or Chatlines*
	1. *Review No Program Status*
	2. *Membership Database Updates*
	3. *AGEC Database Updates(Community Colleges Only)*
	4. *CEG Course Title Not Found database update*