

# NYSTAA

# Annual Report



2016-2017



## President/President-Elect/Immediate Past President

### Submitted by:

Carol Costell Corbin, President  
 Kaylynn Iglesias, President-Elect  
 Mike Henningsen, Immediate Past President

### Overview of the Year

We have worked as a team this year to discuss and support a variety of concerns and functions of the organization, including leadership transitions on the Board and on committees, budgetary concerns, and overall business practices. We worked to create internal systems to better document significant votes/decisions, re-formatted our meeting minutes for ease of use, created online voting processes, and created standards for password sharing for our various accounts.

The Executive Board met in May, September, and December 2016 as well as February and April 2017.

### Successes

- NYSTAA Officers and the Conference Committee chairs met in the summer of 2016 and examined all related conference costs. We created a detailed budget and pricing strategy for the conference to ensure NYSTAA was not losing money on the conference. The overall 2016-2017 budget was re-structured to accommodate these changes.
- Executive Board approved the purchase of an annual subscription of GoTo Meeting to host Executive Board and committee virtual meetings throughout the year.
- With the assistance and leadership of Robin Graff, Regional Coordinator, we are offering a New Professionals Pre-Conference for the first time. We hope to continue this session at future conferences to assist with the development and integration of new transfer professionals (1-3 years' experience) into our organization.
- NYSTAA leadership worked with Conference Committee and Issues Committee to incorporate John Gardner as a speaker for the conference. John Gardner reached out to NYSTAA in February with an interest in speaking to our group to garner feedback on his current grant project. We were excited for John's offer and appreciate our scheduled speakers flexibility in re-arranging the schedule to make this addition possible.
- As one of only a few state or regional transfer organizations, NYSTAA has a strong connection to the National Institute for the Study of Transfer Students (NISTS). We hope to continue this relationship and encourage members to participate in NISTS.

- NISTS has accepted our proposal (co-endorsed by the New England Transfer Association) for a National Transfer Student Week. Watch for more information as this initiative develops.
- Maria Campanella was awarded the Bonita C. Jacobs Transfer Champion (Mid-Career Category) at the NISTS conference.
- Renewed two-year contract (2017-2019) with Chris Kull to serve as our Web Administrator. Chris has provided valuable service to NYSTAA in administering and developing our new website and online processes (membership and conference registration). Chris will also assist with the NYSTAA election process through the web platform.

## Challenges

Challenges that our members face at their home institutions, in turn, become some of NYSTAA's challenges.

- Additional workload responsibilities of members in their current roles decrease their time and ability to take on leadership roles or participate on committees within the organization. NYSTAA continually outreaches to involve more members so that "many hands can make light work." We have leveraged technology or outside assistance as necessary.
- Position turnover, retirements, or job changes/re-structuring on campus can create a disconnect in NYSTAA membership for an institution – and for current members trying to connect with that institution and its students.
- Budget challenges at campuses have prohibited travel and conference attendance for members.

NYSTAA leadership continues to strive to provide relevant and quality professional development opportunities for transfer professionals while remaining sensitive to individual campuses' budgets as well as NYSTAA's financial position. As jobs change and new staff are hired, we will continue to outreach to new members/new professionals to introduce them to the work of NYSTAA to benefit their students and their own professional development.

## Goals for Next Year

- Continue to work with our Web Administrator to enhance the website and member functions. Continue to review and streamline member registration process and payment online.
- Continue to explore possible partnership with Conference Direct to assist with our Request for Proposal (RFP) process and contract negotiations with conference hotels.
- Long term goal - revisit the NYSTAA Standards and Guidelines Manual, last revised in March 1999. The manual outlines professional practices and standards for transfer to which all NYSTAA member institutions should adhere.



## Treasurer's Report

Submitted by: Thomas D. Iwankow, Ph.D.

Date submitted: May 9, 2017 at 2:15 P.M.

### Holdings:

1. Overall as an organization we are very healthy with our current holdings equaling \$102,497.93.
  - Checking: \$56,920.59
  - Savings: \$11,127.51
  - Scholarship: \$31,494.49
  - Holdings in Stripe: \$1,899.70
  - Holdings in PayPal: \$1,055.64

### 2016-2017 Budget:

1. We allocated for a general budget allocation of \$30,725 and \$8000 for our four annual scholarships. Our projected revenue was for \$25,625.
  - *It is important to note that over the past 3 years we have budgeted similarly and have only spent about 62% of the allocated budget.*
2. Membership is our largest revenue source and has totaled \$15,248.53
3. The majority of the monies received from the conference do not count as part of our allocated revenue and this year we broke down all the specific conference costs into a conference budget to ensure a balanced conference budget.

### Payment Options/Reimbursement:

1. As a reminder, we have a "Payment Request Form." Anyone requesting funds is asked to complete the form and submit it to the treasurer.
2. It is preferred that you complete the form and contact the treasurer prior to an event/need so a payment arrangement can be made. We do not want to burden our members by asking them to pay out of pocket.

### Goals for Next Year

1. To have the 2017-2018 budget submitted and approved by July 1, 2017.

**Finally: Buy more raffle tickets and bid high on silent auction items.**

*We accept cash, checks, and debit/credit cards! Please see our Treasurer at any time if you want to make a payment at the conference with credit card!*



## Regional Coordinator

Submitted by: Robin Graff

### Overview of the Year

I was the point of contact for the Region Co-Chairs throughout the year and was available to answer any questions. The fall email contained detailed information regarding Co-Chair responsibilities including budget information, use of Dropbox, and meeting information. Region updates were provided during E-Board meetings if co-chairs were unable to attend. I have also been working with the current NYSTAA President, Carol Costell Corbin, to present a pre-conference workshop at the Annual Conference for new transfer professionals.

Successes- The New Professionals Pre-Conference professionals will be offered for the first time at the 2017 Annual Conference in Lake Placid.

Goals for Next Year – Continue to offer the New Professionals Pre-conference and possibly include the Region Co-chairs as presenters. Work more closely with the Membership Committee and Co-Chairs to increase membership.



## Secretary

Submitted by: Carol Costell Corbin on behalf of Rebecca LaBombard

### Overview of the Year

- Rebecca LaBombard was out on maternity leave for the majority of the academic year.
- Thank you to the Executive Board members who took minutes in her absence, especially Kaylynn Iglesias.
- We instituted new meeting minutes format for ease of reading.
- Executive Board purchased a subscription to GoTo Meeting to host meetings. This is an improvement since we are no longer reliant on any one campuses' virtual meeting platform.
  
- This year, the Executive Board met:
  - May 26, 2016 – Crowne Plaza, White Plains, NY
  - September 23, 2016 – SUNY Cortland and via Skype for Business
  - December 2, 2016 – via GoTo Meeting
  - February 10, 2017 – via GoTo Meeting
  - April 21, 2017 – via GoTo Meeting
  - May 21, 2017 – High Peaks Resort, Lake Placid, NY



## [Outreach Coordinator]

Submitted by: Shari Quinn

### Overview of the Year

Shari Quinn resumed as the Outreach Coordinator in January, after starting with Rensselaer Polytechnic Institute. We have continued a close relationship with New England Transfer Association (NETA).

### Successes

NETA held their Annual Conference in Portland, Maine on April 3-5. They are also presenting at our Annual Conference as part of the conference swap.

### Challenges

Goals for Next Year

We are looking into pursuing a relationship with PA Transfer Association organization.

Shari's term is up June 30<sup>th</sup> and the seat will be available.



## Historian

Submitted by:

Christopher Hockey, NYSTAA Historian

### Overview of the Year

No major activities or initiatives occurred within the Historian role. The primary focus was on ensuring that all documents from NYSTAA activities were deposited in the Dropbox accounts assigned to each role. A decision was made not to move forward with archival software but rather focus more on better utilization of dropbox.

### Successes

There was an increase in the number of documents that were deposited into the dropbox folders.

### Challenges

It is still a challenge in getting committees and officers to store all active documents in the dropbox. This makes collecting documents for archiving that much more difficult.

### Goals for Next Year

Work with each committee and officer in developing a plan for maintaining the appropriate dropbox folder with accurate documents.



## Awards Committee

Submitted by: Lindsay Gerhardt (PD Grants) and Jessica McCaffery (Awards) Co-Chair's Awards

Committee Members: All past recipients of NYSTAA's Joan Austin Distinguished Service Award who are current members of NYSTAA which includes: *Rebecca Mack, Kandi Geibel, Bart Grachan, Jessica McCaffery, Alexander Ott, Thomas Iwankow and Lindsay Gerhardt*

## Professional Development – Lindsay Gerhardt

### Overview of the Year

The professional development committee comprised of former award recipients received a total of six grant applications. Two were for the Meg Pearson (NYSTAA member less than 3 years) Memorial Award and Four were for the Peter Lindsay (NYSTAA member more than 3 years) Memorial Award. Due to an emergency situation where one of our VERY involved members could not receive funding to attend the conference we decided to award an additional Peter Lindsay grant. There was adequate funding for the PDG committee to award a total of seven grants for 2017.

### Successes

- All members were made aware of the grant applications through NYSTAA website, emails sent through the list serve and newsletters.
- Six applicants and one emergency recipient who were all great choices to receive the grants.
- Stayed within PD budget.
- Recipients are VERY aware they must “give back” to the organization.

### Challenges

- How do we get more applicants?
- How else can we communicate grant availability to those interested?
- We have the same members applying for grants each year. Policy states if we have different applicants, preference should be given to them.

### Goals for Next Year

- Continue to promote availability of awards to increase applicants
- Consult with E-Board about the possibility of using a grant or two to attract non-member institutions to joining NYSTAA
- Establish a policy for members receiving a grant multiple times within a short time span or back to back years

## Service Awards – Jessica McCaffery

### Overview of the Year

The awards committee comprised of former award recipients received deserving nominations for each of our three award categories. The Joan Austin Distinguished Service Award was

established to recognize members with more than three years of NYSTAA involvement who have made long-term commitments of time and energy to NYSTAA. The New Professional Award recognizes the contributions of members with fewer than three years of NYSTAA involvement. The Emeritus Award is a symbol of respect and affection for NYSTAA members who have made long-term contributions to the organization but who have retired or moved on to positions outside of the realm of transfer. Award winners will be announced at the Awards Dinner on the evening of Tuesday May 23.

### **Successes**

- Updated the awards nominations form to fillable PDFs.
- Awards given in each of the three categories.
- Great communication and timeliness of discussion amongst committee members.

### **Challenges**

- How do we get more nominees?
- Ensuring we are capturing potential Emeritus category nominees.

### **Goals for Next Year**

- Continue to promote availability of awards to increase applicants.
- Devise strategies to track retirement and professional changes of our most involved NYSTAA members.



## By-Laws Committee

Submitted by: Bart Grachan

### Overview of the Year

No changes were made to the by-laws during the 2016-2017 year.

### Successes

No changes were needed for the by-laws.

### Challenges

No challenges to report

### Goals for Next Year

The by-laws committee is currently seeking a chairperson for the 2017-2018 year.



## Conference Committee

Submitted by: Tara Gates & Brittany Morawiec

Members:

- Tara Gates
- Brittany Morawiec
- Misty Fields
- George Muchita
- Jeff Gates
- Chris Hockey
- Deb Birkins
- Deborah Nilsen
- Donna Distefano
- Terry Kelley-Wallace
- Donna Decker
- Heather Stevens
- Troy Cogburn

### Overview of the Year

- Conference Committee had one in person meeting at the conference and had 3 conference calls. The committee met with the hotel once in person and have had several conference calls. When we met in person with the hotel we were able to have three committee members present.
- Overall we had small membership numbers but we couldn't have asked for better members.
- Communication was excellent amongst the sub groups.
- Delegation of Responsibilities:
  - Co-Chairs- Brittany and Tara
  - First Timers- George Muchita and Deborah Nilsen
  - Vendors- Jeffrey Gates
  - Registration- Deb Birkins
  - Night Programming- Misty Fields and Troy Cogburn
  - Excursions- Donna Distefano and Terry Kelly-Wallace
- This year we incorporated new ideas for excursions, paint and sip, Adirondack Raptors presentation, and a night event after the awards dinner.

### Successes

- Incorporation of an Adirondack wildlife event on day one and the bowling and painting options on day two.
- Increased communication and collaboration with the issues committee.

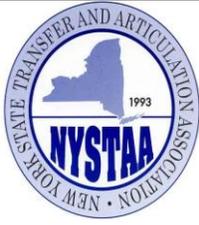
- Implementation of an additional speaker to the conference lineup.
- Strong relationship with conference site.
- Increased support from the executive board

## Challenges

- Increased cost associated with the registration.
- Members making their own hotel registrations. (Expedia, travel agent, etc.) and ensuring they were in our block.
- Determining the cost of the conference for members/ non-members
- Balancing the desire for a high quality conference while being cognizant of the budget restraints.
- Lower attendance due to location and costs

## Goals for Next Year

- More in person meetings
- Increased sponsorship
- More multi-committee meetings
- Increase/ yield more membership



## Issues Committee

Submitted by: Co-Chairs, Christopher Hockey and Maria Campanella

Jill Brinkman  
Kim Lourinia  
Heather Marcotte  
Casey Kohler  
Shari Quinn  
Amy Stier  
Thomas Iwankow  
Nora Manz

### **Overview of the Year**

This year the Issues Committee had two new co-chairs. Despite the fact that we both accepted new positions in challenging roles in our primary jobs, we had a very successful year and were dedicated to making sure that the 2017 Annual Conference was a success. The Issues Committee's first meeting was in May at the 2016 Annual Conference. We then held two meetings in the fall and two meetings in the spring. Although we had a smaller group than in previous years, we had a very solid working group who provided a tremendous amount of input and suggestions for conference programming and committee processes. A special thank you to Kim Lourinia who was able to secure presenter gifts from the Candyman Homemade Adirondack Chocolates!

A strong lineup of conference speakers with good diversity in topic were secured and we achieved a good mix of topics for our general conference workshops. While we came in a little over budget on speakers, we believe we have developed a great lineup of speakers and conference workshops that



combined both personal and professional development. We also worked very closely with President Carol Costell-Corbin to adjust the schedule a bit to accommodate a fourth speaker, a first in NYSTAA. Overall, the 2016-2017 Issues Committee was very successful in organizing speakers and workshops for the Annual Conference. We hope that all attendees find it to be a worthwhile event for both their professional and personal growth, and strongly encourage members to participate in next year's planning to ensure the same sense of accomplishment.

### **Successes**

One of our big successes was being able to secure speakers pretty quickly. Early in the fall semester, we had secured our Pre-conference and Plenary speakers and by early spring semester we secured our Keynote. The committee agreed to keep the Pre-conference speaker as more of a personal development workshop that could be applied to a professional setting. The committee also took a different turn this year in choosing the Plenary speaker by focusing more on a topic of interest that would benefit those in higher education as a whole, not necessarily just those who work with transfer students. Finally, the Keynote's topic was a bit "out of the box" for NYSTAA conferences, applying a "transfer twist" to a traditionally "first-year" topic.

Another big success was getting all of our conference workshop sessions lined up in a timely fashion. We struggled at first to get workshop proposals, but after several reminders to the LISTSERV and some individual outreach, we were able to identify nine workshops out of twelve proposals. The Committee

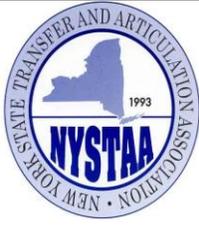


was careful not to repeat workshops from recent past years and tried to incorporate topics that would be beneficial for both 2-year and 4-year, public and private institutions. Another success was making some good revisions to the conference workshop evaluation form and moving it online, in addition to paper, to make the data collection easier for next year's committee.

Moreover, by working with NYSTAA's President, we were able to secure a fourth speaker, something new for an Annual Conference. Although the speaker replaced the fourth workshop on the last day of the conference (something new from last year), we were still able to offer a workshop on the last day to entice attendees to stay for the duration of the conference. Finally, we were able to include the Learning Outcomes for each of the workshops in the Conference Brochure to enable attendees to choose their workshops carefully.

### **Challenges**

One of our challenges was simply that the committee was one the smallest in recent years. However, almost all of the members were able to be on conference calls when arranged. Another challenge was getting workshop proposal submissions. We really went right down to the wire to get enough submissions to fill the slots we had. We also struggled to submit a workshop from last year's conference to the NETA conference. Since we did not have last year's evaluations available to see the highly rated workshops, we reached out to EBoard for a decision. Unfortunately, the presenters from the top two workshops were unable to attend the conference, but in the end we were happy with the presentation that we submitted to NETA.



### **Goals for Next Year**

A big goal for next year is to start the workshop recruitment process much sooner and try to identify any apprehensions that people may have to present. In addition, a goal of the committee should be to work on making the workshop proposal an online form for more ease. Perhaps a google sheet can be created so it can be shared with the Conference Committee to lessen emails back and forth. In addition, the Committee should keep a workshop on the last day to entice members to stay for the duration of the conference. Also, if there are enough strong workshop proposals, a fourth workshop should be implemented as with the 2016 Conference. It is also strongly recommended that the Learning Outcomes are kept in the Conference Brochure for next year's conference. Finally, the Issues Committee should do a thorough analysis of the Keynote, Pre-conference, and Plenary speaker topics over the last 10 years to identify topics that have not yet been part of the conference.



## Membership Committee

Submitted by: Kristen Aust & Michael Henningsen

### Overview of the Year

	Central Region 15-16	Central Region 16-17	Downstate Region 15-16	Downstate Region 16-17	Eastern Region 15-16	Eastern Region 16-17	Western Region 15-16	Western Region 16-17	Out of State Schools 15-16	Out of State Schools 16-17	TOTALS 15-16	TOTALS 16-17
<b>OVERALL INSTITUTIONAL MEMBERSHIP</b>												
2 Year Public Schools (Includes SUNY/CUNY)	5	4	12	11	4	4	7	7	0	0	28	26
4 Year Public Schools	7	8	11	10	5	5	6	6	5	5	34	34
4 Year Independent (Private) Schools	6	7	22	11	10	8	14	13	6	1	58	40
Other Organizations	2	2	2	2	1	1	0	0	0	0	5	5
<b>Total # of Schools/Organizations</b>	<b>20</b>	<b>21</b>	<b>47</b>	<b>34</b>	<b>20</b>	<b>18</b>	<b>27</b>	<b>26</b>	<b>11</b>	<b>6</b>	<b>125</b>	<b>105</b>
<b>OVERALL INDIVIDUAL MEMBERSHIP AS OF</b>												
Total # - 2 year Public - (Includes SUNY/CUNY)	20	12	30	24	34	18	50	29	0	0	134	83
Total # - 4 year Public	29	30	29	22	47	31	29	21	8	8	142	112
Total # - 4 year (Private) Independent	16	22	68	34	48	20	40	33	8	1	180	110
Total # - Other Members	5	3	1	2	2	1	1	0	0	0	9	6
<b>Total Members By Region</b>	<b>70</b>	<b>67</b>	<b>128</b>	<b>82</b>	<b>131</b>	<b>70</b>	<b>120</b>	<b>83</b>	<b>16</b>	<b>9</b>	<b>465</b>	<b>311</b>
<b>OVERALL TYPES OF MEMBERSHIP AS OF</b>												
	2015-16	2016-17										
Total # of Group (5) Memberships		42										
Total # of Single (1) Memberships		28										
Total # of Single (2) Memberships		8										
Total # of Single (3) Memberships		13										
Total # of Unlimited Memberships		15										
Total # of Emeritus Memberships		9										
<b>Total # of Memberships</b>		<b>115</b>										

- Overall Institutional Membership has declined in the 16-17 membership year by 20 institutions. The region with the largest decline of institutional memberships is the Downstate Region which went from 47 institution members in 2015-16 to 34 institutions in 2016-17 (-13).
- Overall, Individual Membership has declined in the 2016-17 membership year by 154 members, going from 465 members in 2015-16 to 311 members in 16-17. Some of this decline could be attributed to the new process for member registration.

In regard to membership revenue, we fell short by \$4,251 of the 2016-2017 goal of \$19,500, bringing in \$15,249 in membership dues.

### Successes

- With special thanks to Chris Kull, our webmaster, we rolled out a new membership process.
- Outreach was made to those institutions who had signed up for a membership for 2015-2016, but did not for 2016-2017. We also reached out to those institutions who paid for memberships, but had no one, or very few register individually.

### Challenges

- Unable to create a membership committee to aid in the membership drive.

### Goals for Next Year

- Creation of a true Membership committee, made up of members from around NYS and/or two year & four representatives from the NYSTAA Executive Board
- Intentional outreach to schools that are not represented as members of NYSTAA and encourage them to join
- Continued outreach to institutions with group/unlimited memberships who have not had any individual members complete the registration process
- Work to support regional mentor programs for new members



## Newsletter Committee

Submitted by:

Rachel Brown Littenberg

Joi Sampson

Donna Decker

### Overview of the Year

The Newsletter Committee published the Fall 2016 and Spring 2017 Newsletters. The Newsletter Committee also started and manages the NYSTAA LinkedIn page and gained editing access to the NYSTAA Facebook page for when we have any time sensitive updates to pass on.

### Successes

Both issues of the NYSTAA News went out for the year.

NYSTAA LinkedIn page started for regular and time sensitive information and to help spread the word about NYSTAA.

### Challenges

The Newsletter Committee is currently comprised of all new members so as a committee there was a steep learning curve. Publishing the Fall 2016 Newsletter was a challenge for us and as a result the Fall 2016 Newsletter was published much later than usual.

### Goals for Next Year

It is the Committee's hope that this year was a learning year and the 2017-2018 year will proceed more smoothly. We plan to utilize the summer to work with committee chairs as well as regional co-chairs to develop the content for the 2017-2018 academic year. The hope being that this would allow for more content in both issues.

The Committee would also like to see the Newsletter move to a more modern format like a blog or something similar. This would allow content to be published as it is written or learned and then compiled later into the semi-annual NYSTAA News. We hope that this would allow us to foster a great sense of community in between annual conferences and regional meetings.



## Nominations and Elections

### Submitted by:

Michael Henningsen, Immediate Past President

### Overview of the Year

- The call for nominations for the open positions on the 2017-2018 NYSTAA Executive Board were sent out to the membership in mid to late February with a follow-up email in early March. We were able to secure at least one person for every available position except for a 2<sup>nd</sup> Two-year Representative. This position will need to be filled by a special one-year appointment by our new President Kaylynn Iglesias.
- The Election ballot was sent out to the membership on April 21<sup>s</sup> barely providing the general membership the required one month as stated in the NYSTAA By-Laws. With special thanks to our Webmaster Chris Kull, the voting took place via the newly revamped NYSTAA website. Who will win? Stay tuned!

### Successes

- An almost complete ballot was provided to the membership within the one month time frame
- The voting platform was done on the new NYSTAA website
- The ballot had quite a few new names looking to get involved; a trend that I hope will continue!

### Challenges

- Almost ran out of time to stay in compliance with the NYSTAA by-laws
- It is getting tougher to find volunteers willing to run for a NYSTAA position. Without volunteers willing to help guide the organization we may no longer be able to survive.

### Goals for Next Year

- Although I will not be in charge of the Nominations & Elections committee, I will work with the new Immediate Past-President to propose an amendment to the NYSTAA By-Laws that will change the need of a one-month voting time frame, two a two-week time frame.



## Retention & Research Committee

Submitted by: Molly Ludmar & Robin Graff

Committee Members: Molly Ludmar and Robin Graff, co-chairs, Kira Love, Roza Makhmudova, Susan Nesbit Perez, Jessica McCaffery, Corie Kohlbach

### Overview of the Year

The Research and Retention Committee met 3 times by phone and had numerous exchanges via email throughout the year. After lengthy discussions regarding whether or not to reinstate the STEP awards, it was decided that we would survey the NYSTAA membership to gather information regarding best practices for transfer programs. Based on the information the committee would decide on steps going forward for the next academic year. A google doc was created and send on three occasions to the membership. Seven responses were collected (see appendix A). The committee will meet at the annual conference to discuss the results and make plans for the next year.

### Successes

The committee was pleased to receive a selection of varied responses to the google doc. The information provided should prove useful to the membership going forward. Meeting by telephone and using email proved to be easy and the committee was able to meet at times that worked for most of the members.

### Challenges

The committee discussed creating a best practices award; however, the majority of the committee members felt that we should begin with collecting data for this year. While we are happy with the seven responses, we would like there to have been more. We will discuss any changes that need to be made at the next meeting.

### Goals for Next Year

The committee will discuss moving forward with the information collected from the google doc. It might also be beneficial to look at assessment tools for next year as well. With the changes to Middle States, there will be a significant focus on assessment of programs, perhaps the committee will look at assessment tools and plans.

## Research and Retention Committee Report Spring, 2017

### Appendix A

#### **Stony Brook University Tracey L. Iorio Academic & Transfer Advising Services**

Transfer Seminar for new students

#### **SUNY Cortland Emily Quinlan Advisement and Transition: Transfer Student Services**

COR 201: Enhancing the Transfer Experience is a 1-credit seminar course developed for transfer students to assist with the transition to SUNY Cortland. It addresses academic and social expectations specific to the transfer experience. The course will: Familiarize transfer students with SUNY Cortland's resources; Assist transfer students learn about their academic department; Help students understand and navigate the academic policies, procedures, and language of the College; Clarify academic expectations and degree requirements; Encourage campus involvement. Class Topics: Academic Planning; Resources and Offices; Goal Setting; Internships/Resume Writing; Advisement/Registration; Library Information Tutorial. Assignments Include: First Impressions Paper; Attending 2 campus events with a brief summary; Resume; Goal Setting worksheet; Email to instructor; Final Reflection. Guest speakers have included professionals from various support offices as well as returning transfer students sharing their experience and involvement on campus. The fall offers two sections with approximately 50 students enrolled. The spring offers one section with approximately 20 students enrolled.

New Transfer Student Pre-Registration: Encourages academic department chairs and advisors to identify appropriate major courses after reviewing their new transfer student's degree audit and to submit courses prior registration (which takes place during transfer orientation). The courses are submitted via email using an Excel spreadsheet and includes the course reference number and section. During advisement and registration GE and elective courses are then build around major courses that students have been pre-registered for. The process has assisted by reducing stress for both the advisors and students and has enabled a more streamline process to build full-time schedules in a much more concise and appropriate period.

#### **Erie Community College Mark Mazzone Counseling**

Although not a new suggestion, I support the idea of having all two and four-year colleges create a PROGRAM evaluation matrix on their website (in addition to a course evaluation matrix). We are in the process of creating one now. I think this would help transfer students as well as prospective students to learn of possible educational paths one can take based on the particular college they may consider transferring or applying to. Such a matrix would also help reveal both common and atypical articulation agreements for that particular institution. Especially for undecided students, the list can show paths to majors and colleges they may not have considered previously.

**SUNY Cortland Carol Costell Corbin Advisement and Transition**

We provide Transfer Planning Sheets for every major at SUNY Cortland as advising guides for transfer students. The sheets list 64 credits of coursework that we would recommend students to have complete if they wanted to spend two years at another college prior to transfer. The sheets are designed to be used in conjunction with our online course equivalency charts so students can then find the appropriate equivalent at their college. It reduces the need (and maintenance) of articulation agreements and provides flexible advisement to students since many attend multiple colleges prior to transfer. ([cortland.edu/transfer-planning](http://cortland.edu/transfer-planning))

**Dutchess Community College Roza Makhmudova Academic Coaching and Transfer Center**

One of our programming events for transfer students is called ""Transfer Panels"". This is a major-specific event that is done in collaboration with an Academic Department and a Student Club. We invite 5-10 local four-year colleges or colleges that are strong in certain areas.

In the past 5-6 years, we have had panels for disciplines like Nursing, Human Services, Criminal Justice, Music, Exercise Science and Wellness, Paralegal, and Business. Overall, more than 800 students have participated.

Here is how the panels are structured. After brief presentations by each of the panelists about their college, programs, admissions, etc. the floor opens for questions from the audience. The presentations part usually lasts about 20-30 minutes. The Q&A part runs for about 40-50 min. The facilitator monitors questions and gives all colleges a chance to answer the question, even if it was addressed to a specific school. Questions typically cover such areas as transfer admission requirements, tuition and scholarships, internship opportunities and employment/placement rates, housing and support services for transfers. After the Q&A session, students come up to college reps to meet them individually, gather brochures, and exchange contact information. We found this event to be very informative and helpful as it targets specific majors.

**Monroe Community College Kathy Baxter, Holly Preische, Rebecca Mack**

**Advisement and Transfer Services**

The following are helpful transfer publications for students. They are updated annually to ensure the information is as accurate as possible.

1. Transfer Advising Guides for Specific Careers:

<http://www.monroecc.edu/depts/advisement/transfer-services/transfer-advising-guides/>

2. Transfer Planning Worksheet:

[http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/transfer/documents/Transfer\\_Planning\\_Worksheet.pdf](http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/transfer/documents/Transfer_Planning_Worksheet.pdf)

3. Transfer Colleges & Universities within 100 miles of Rochester:

[http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/transfer/documents/Colleges\\_within\\_100\\_miles\\_2016-2017.pdf](http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/transfer/documents/Colleges_within_100_miles_2016-2017.pdf)

4. Common Application Tips:

[http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/transfer/documents/Common\\_Application\\_Tips.pdf](http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/transfer/documents/Common_Application_Tips.pdf)

**Hostos Community College**

**Mercedes Moscat**

**Office of Transfer Services**

Two areas come to mind-- our commitment to excellent customer service to our students and our approach to collecting office data of the students we serve, in house data, from our database, transfer out data from our data base in addition to compiling monthly reports and utilizing Clearinghouse transfer data after we for all graduated students (certified by our Office of the Registrar.)



## [Scholarship Committee]

Submitted by:

Co-chairs: Melissa Moore - Bryant and Stratton  
Rebecca Mack - Monroe Community College

Members:

Andrea Hemmerich – Finger Lakes Community College  
Andrea Scribner - Fulton Montgomery Community College  
Darlene Poirier – SUNY at Albany  
Deb Jones – SUNY Buffalo State  
Dina Martin – Niagara University  
Heather Stevens – Tompkins Cortland Community College  
Helen Leysath – SUNY Fredonia  
Kathy Baxter - Monroe Community College  
Kevin Fricano – Daemen College  
Michelle Moore - Fulton Montgomery Community College  
Nicole Stone – Daemen College  
Patrick Walter – The College at Brockport  
Deborah Kimbrough-Lowe - Nassau Community College

### Overview of the Year

Scholarship Awards: This year the committee received 92 applications. Melissa Moore compiled, sorted and organized all of the documents in DropBox, which was also used for applicant review. Of the 92 applications, 53 were complete and met the eligibility requirements of the scholarship. The first readers narrowed the list to 16 finalists who were then reviewed by the final readers. Four winners and four alternates were chosen. They will be announced at the 2017 Conference in Lake Placid, NY.

### Successes

Fundraising Activities: Nicole Stone from Daemen College took the lead on gathering items for the silent auction and raffles that will take place at the conference. Forms are being used to track the donations.

### Challenges

None to report

### Goals for Next Year

Scholarship committee is currently seeking a new co-chair as Rebecca Mack is stepping down.



## Technology Committee

Submitted by: Paul D Williams

### Overview of the Year

The Technology committee has had a great year. With the release of the website we have had many successes as well as challenges. Working as a few individuals we have made some changes that will help the organization moving forward. We look to continue to make changes that will better the organization.

### Successes

Our website was launched in the beginning of August and it was able to function to complete the tasks that we needed it to.

Social Media has been a successful platform for us this year. We were able to use Facebook and Twitter more effectively this year than in the past.

The calendar of events requests was revamped to make the process more streamlined and to minimize any errors that might have been occurring.

We have started to add some useful tools to the NYSTAA website (Forums, Job postings, Directories) with mixed results.

### Challenges

As much as the new website has been a success, it has also been a challenge. We had issues with migrations issues, server updates, and the mail client. Some of the web processes that we have need better documentation for our membership.



We have continued to have difficulties with the listserv that is “owned” by Syracuse. 98% of the time it works great, but getting help for the 2% has been a struggle. It is still a challenge to find assistance for some of the listserv membership issues that have plagued us.

We faced the struggle of getting committee members. We would like to see more members and even came up with a few ways to get more members involved with the committee.

### Goals for Next Year

One of the goals this next year is for the committee is gain members to help support some on going projects. We are always looking for media as well to be able to post on social media. We would like to develop documentation for the website (i.e. How to register for membership, how to change institution information, etc.). Additionally we would like to develop our own alternative for the list serv, and start to provide more information on our website for our transfer students!



## Emily Quinlan & Craig Green/Co-Chairs/Central Region

Submitted by: Emily Quinlan and Craig Green

### Overview of the Year

This year the Central Region hosted two successful meetings. The fall meeting was held at Onondaga Community College, Friday, November 18. The meeting included a welcome made by Julie White, Sr. Vice President, Student Engagement and Learning Support. The highlight of the meeting was when the members engaged in a very dynamic discussion sharing all of the updates and new initiatives that were taking place on their campuses. The meeting was attended by 25 members.

The spring meeting was held at LeMoyne College on Friday, April 7. A presentation was given by LeMoyne Athletics discussing “Inside the L”. The mission of their philosophy is to provide the College’s athletes with a culture of leadership by engaging in excellence with integrity. Dr. Mark Montgomery, Associate Dean from Mohawk Valley Community College was the guest speaker addressing the importance of making time for students, finding balance, and putting yourself in a position to have a positive impact on people’s lives. The meeting concluded with a round table discussion and campus updates. The meeting was attended by 20 members.

Plans for a summer meeting are currently underway with Cornell as a possible host institution.

### Successes

- Dynamic discussion and idea sharing
- Inspirational and motivational speakers
- Fantastic collaboration between co-chairs and host institutions

### Challenges

- Fall meeting professional development – LinkedIn presenter canceled last minute

### Goals for Next Year

- Offering a meeting that includes a webinar or additional opportunities for professional development
- Identifying guest speakers in the area of transfer to present at meetings
- Possibility of a meeting in person between co-chairs to plan out future offerings
- Identify a time and location for summer meeting



## Downstate Region

Submitted by: Tracey L. Iorio

### Overview of the Year

The year the Downstate Region has once again had 3 successful meetings. Our summer meeting was held at NYU, fall meeting was held at Farmingdale and spring meeting was just held at LIU Post. Unfortunately Austin Nelson stepped down as co-chair because he changed positions. We nominated a new co-chair, Christine Koromi, at our spring meeting and she accepted.

### Successes

At our summer meeting, Jacquelyn Phillips from NYU had one of her colleagues from the School of Social Work provide us with a fun art therapy activity. Everyone enjoyed the change of pace and interacted with each other well. For the fall meeting we were joined by Judith Greiman, Chief Deputy to the President at Stony Brook University. She discussed government policies which may affect the future of higher education in the US under the incoming administration. Our spring meeting was well received with two speakers from LIU Post, Rita Langdon, Director of Admissions and Ray Pullaro, Associate Dean of the College of Management.

Our summer meeting will be held at SUNY, Purchase in July. Our fall meeting will be held at Iona and our spring meeting will be held at Adelphi.

### Challenges

Finding interesting speakers who can address new ideas and opinions seems to be the most difficult part of our meetings. Our membership has not grown as much as I would like it to in the past year.

### Goals for Next Year

I have two goals; increase our membership and find interesting speakers who can provide us with new information regarding transfers during our spring and fall meetings.



## Eastern Region

Submitted by: Jill Brinkman, SUNY Cobleskill and Casey Kohler, University at Albany

### Overview of the Year

The 2016-2017 academic year ushered in changes for the Eastern Region. Jill Brinkman and Casey Kohler began their time as new co-chairs for the region. Thanks to Shari Quinn for helping us in the transition, we were able to host two regional meetings (Fall and Spring).

Summary of Fall 2016 Regional meeting: Our Fall meeting was held on November 3, 2016 at the University at Albany. It was the first meeting for new co-chairs Jill Brinkman and Casey Kohler. We welcomed Chris Hockey to our meeting to share updates about Reverse Transfer. We learned about updates and changes to the process to assist students in completing the Reverse Transfer process. Our meeting concluded with lunch and a NYSTAA themed stress relief coloring page. Anyone interested in the coloring page please email Casey Kohler ([ckohler@albany.edu](mailto:ckohler@albany.edu)).

Summary of Spring meeting: Our Spring Meeting was held on Friday March 24th hosted at The College of Saint Rose where we welcomed the Regional Immigration Assistance Center. James Milstein and Evelyn Kinnah spent time speaking with us about the various manners in which executive orders under President Obama and President Trump have changed. We learned a great deal about the key differences and impacts the executive orders under President Trump have on immigrant populations within our communities as well as on our campuses. If anyone would like more information, or if you would like to connect with the Regional Immigration Assistance Center in your area, please visit: <https://www.ils.ny.gov/content/regional-immigration-assistance-centers>

Casey Kohler will be on maternity leave for the entire Fall 2017 semester. Luckily, Darlene Poirier from the University at Albany will be filling in as Co-Chair to assist Jill Brinkman.

### Successes

Jill and Casey are happy to report that the Eastern Region held two well lively and engaging meetings. The goal since taking on the role of co-chairs has been to identify new topics that

are relevant to current trends, issues, and policies that impact higher education and transfer students.

At the Fall 2016 meeting, Casey integrated a stress relief portion into our meeting by creating a NYSTAA coloring page. After the presentation from Chris Hockey was completed, the Eastern Region took time to relax and enjoyed coloring before lunch. It made for a great transition before lunch and campus updates.

### Challenges

As new co-chairs, Jill and Casey have worked to navigate the duties and responsibilities of this role. While challenging at times, it has created a great opportunity for collaboration and connection within the region.

Two major challenges this year have been identifying and selecting the dates, times and locations for our regional meetings, and the weather of the Northeast. Because each campus within our region has varied operational calendars it became difficult to select dates for meetings where we could maximize attendance and participation. When it came to Spring, the unpredictable weather of the Northeast made things increasingly difficult.

### Goals for Next Year

Jill and Casey have identified four goals for 2017-2018:

1. Outreach to Eastern Region members to encourage their attendance and participation in regional meetings.
2. Continue to identify unique topics and locations for our regional meetings.
3. Identify positive Professional Development opportunities and topics for regional meetings.
4. Include activities within each meeting to make them more interactive and to end each meeting on a positive note.



## Western Region

Submitted by: Patrick Walters & Nicole Stone

### Overview of the Year

**For this past year—**

**Spring, 2017 meeting was held at Hilbert College**

- **Excellent presentation from National Clearing House on ‘SUNY’s Reverse Transfer’**
- **Discussion led by Deb Schmitt from ECC on their Reverse Transfer Initiative.**
- **Discussion on IB credit, AP credit, Credit awarded from Canadian colleges initiated by Renee Connors.**

**Fall, 2016 meeting was held at Fredonia**

- **presentation from CAEP—Council for the Accreditation of Education Preparation Programs.**
- **Engaged round-table discussion by our group about transfer student involvement at 2- and 4-year schools.**

### Successes

## Challenges

## Goals for Next Year

Both Patrick and Nicole will be stepping down as co-chairs and Anne Anthon and Deb Jones will step into the role.