



## Michigan Transfer Agreement Four-Year Colleges and Universities Implementation Actions

	Review how your institution accepts general education – will the changes in the MTA affect how your institution accepts general education? For example, students can now take English 1 and English 2, or English 1 and a communications course. How will your institution accept this?
	Review your programs – will any of the changes made (above) affect any of the courses that your faculty would like to consider for their programs? Do program revisions need to be made?
	Update your transfer guides – transfer guides should be updated to incorporate MTA, but do not get rid of the transfer guides with MACRAO! You may need two sets of guides for those students who will finish MACRAO before 2019 and those students who choose to get the MTA Fall 2014 and after.
	Create and publish a document which clearly identifies your requirements that are satisfied by the MTA as well as those that are not.
	Communicate all changes made (above) to your community college partners!
	Ensure that the changes made (above) are embedded into your student information system, catalog, graduation audit tools, transfer guides, MACRAO guides or any other materials that incorporate the MTA as far as curricula is concerned.
	Update processes in the Registrar/Student Records Office - if changes are made to how courses transfer update the staff and processes in these offices.
	Develop a training plan for your institution - In addition to the Summer Summit, the MACRAO College Articulation Committee will be holding formal trainings in the different regions in Michigan but not all faculty/staff may be able to attend.
	Develop a communications plan for your institution - students, faculty and staff will need to be communicated with in different ways; refer to the Michigan Transfer Agreement handbook for specific ideas on how and where to communicate.

Audience	Communication Examples
Students	Promotional materials, admission communications, orientation, catalog, e-mail, web page, post cards etc. Current students can complete either MACRAO or MTA so they should be the focus. New students starting Fall 2014 can only complete the MTA.
Administration	MTA Final Recommendations, MTA Articulation Handbook, MTA Participation Guidelines.
Faculty	Presentations at department meetings or other in person opportunities; if faculty advise be sure to train the same as Advisors/Counselors.
Staff: Admissions, Advisors, and Registrar	In person training sessions on your campus; invite to region-wide training sessions through MACRAO. All parties will need to adjust their processes to include the MTA.
High School Counselors	Present MTA summary at any in-person opportunities.