



# Michigan Transfer Agreement Community College Implementation Actions

	Review programs in curriculum - will the MTA affect any programs? For example, if an Associate of Business requires English 1 and English 2, do you need to change it to also include English 2 or a communications course? This is each community college's choice but has to be considered.
	Review general education - some community colleges have MACRAO as their general education, if your college does, it may need to be updated.
	Review distribution requirements and what courses fulfill them - vocational courses and studio/performance courses are no longer allowed; do some of your courses need to be removed from the distribution requirements?
	Create and publish a document which identifies each of your courses that satisfy any of the MTA requirements.
	Communicate all changes made (above) to your four year partners.
	Ensure that the changes made (above) are embedded into your student information system, catalog, graduation audit tools, transfer guides, MACRAO Transfer guides or any other materials that incorporate the MTA as far as curricula is concerned.
	Update processes in the Registrar/Student Records Office - students only need to take one credit bearing course to have the MTA awarded and all courses must be a "C" or better in order to apply to the MTA.
	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. Review the chart below for an example communication plan.

Audience	Communication Examples
Students	Orientation, catalog/bulletin, e-mail, web page, post cards etc. Current students can complete either MACRAO or MTA so they should be the focus of your communications. 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.
High School Counselors	Present MTA summary at any in-person opportunities.