

AY 2019 - 2020 Project - Management Plan for TigerWay Transfer Executables
Goal -- Continue to improve onboarding process for transfer students

Priority Order	Action	Current State	Cost one time **ongoing *	Office	Timeframe / Completion Date	Outcomes / Performance Measures	Issues (if any)
1	Expansion of TSC Services and TSC on the Road	Currently, there isn't a central place for transfer student services; the space has been identified; move is expected 8/2018; unofficial evaluations for prospective students are being done on a limited basis; appointments; walk-ins for prospective students are being held on a limited basis; students have to go to multiple offices for services; few services are available at students' home campuses	No Cost	Admissions/Academic Advising/Career Services	Jan-20	Services have been expanded to include career exploration for prospective transfers; additional services provided off-site and expanded appointment/walk-in hours off-site; major specific events held	
2	Implement workflow for course equivalency review process in TES and redesign business process for student petitions	Currently, there is no automated process for departments to review/award course equivalencies and students petition directly to each academic department	Staff Time	Admissions	Aug-19	All academic departments are using automated course evaluation process and there's a central point (TSC) for students to request review/petition equivalencies	TES has to be up and running before we can implement this additional process
3	Increase # of 2+2s; redesign business process to manage updates/revisions to existing 2+2s and program plans	Currently, there are 62 signed 2+2 agreements; plan is to increase these roughly by 20% each year.	Staff Time	Admissions	Jun-20	120 2+2s in effect; existing 2+2s updated with current curricular requirements	
4	Expand out of state recruitment	One pilot event taking place 3/2018 but currently there aren't other out of state recruitment events planned for transfer students	Staff Time	Admissions	20-Mar	Regular events scheduled for transfer students in areas outside of MD	Need to determine cost effective areas in which to expand
5	Create a Transfer-Student Seminar	Exists for first-year students but not for transfers.	\$90,000**	Academic Advising	fall 2019	All new transfer students enrolled in a seminar	