INSERT 2-YEAR PARTNER LOGO

INSERT YOUR LOGO

Sample Agenda: Training Session (INT or EXT)

**Suggested Attendees:** Faculty, Advisors, Staff who work with incoming/outgoing transfer students

**Purpose of Meeting:** To discuss new prospective transfer student resources and train on use of new technology, the Transfer Portal.

**Welcome and Introductions** (5 min)

**Shared Goals and Objectives of Serving Transfer Students** (15 min)

* Provide success/transfer data about incoming transfer students (e.g. # of transfer students, % of incoming class in past 4 years, top transfer programs, graduation rates, scholarship $ awarded)
* Highlight current articulation agreements and transfer guides
* Highlight importance of transfer students to the institutional mission and local community
* Acknowledge any known issues or challenges, outlining concrete steps you are taking to resolve or troubleshoot
* Highlight solutions/investments being made for building a more inclusive, transfer-friendly institution (e.g. Transfer Portal technology)
* Highlight any staffing changes and other resources/support available

**Transfer Portal Demo and Training** (30 min)

* Conduct a Transfer Portal demo with pre-defined course sequence using 2-year partner scenarios (possibly pre-record and showing video to prevent from on-the-spot issues, e.g. wifi connectivity)
* Provide handouts of talking points and FAQs for the Transfer Portal

**Discussion and Next Steps** (5-10 min)

* Discuss any upcoming events for transfer students and when your staff will be on campus
* Capture questions throughout session, leveraging “parking lot” framework to prevent derailing of discussion with dedicated owners for each follow up item