

East Los Angeles College

Transfer Committee

Bylaws

Section A. Purpose

The Transfer Committee is ELAC’s official recommending body regarding Transfer matters. Its recommendations are forwarded to the East Los Angeles College Educational Planning Sub-Committee.

The Transfer Committee focuses on improvement of university transfer rates through

1. Collaboration with campus Transfer Center, Counseling Department, Transfer Programs, Student Activities, Administration, Professional Development, Faculty and Staff.
2. Development of transfer pathways with university partners
3. Support and participation in campus wide Transfer events and activities
4. Evaluation of Developmental Education data in relation to Transfer
5. Awareness of Transfer related issues on campus and university systems

Section B. Membership

1. Positions/Designated Members: The Transfer Committee membership consists of the following positions or designees for each constituency group:

<u>Administration</u>	<u>Transfer Program Coordinators</u>	<u>Faculty/Staff/Students</u>
President (1)	Honors (1)	Academic Senate Rep (2)
Vice President, Academic Affairs (1)	International Students (1)	Articulation Officer (1)
Vice President, Student Services (1)	Puente (1)	ASU Officers (2)
Vice President, Workforce Education (1)	MESA/STEM (1)	Classified Rep (1)
Deans, Student Services (1)	Transfer Center (1)	Counseling Rep (1)
Associate Dean, First Year Programs (1)	Campus Engagement ISA (1)	Student Success Advocate Rep (1)
	Equity ISA (1)	

2. Other Voting Members: Additional voting members include faculty, staff and students who attend the meetings.

### Section C. Meetings

1. Meetings will be held on the first Monday of each month during the semester. This schedule may be altered by a simple majority of the committee.
2. The Transfer Center Coordinator will be the committee chair.
3. The Transfer Center or Student Services Division will provide staff support for the purpose of recording minutes. The minutes of each meeting shall be reviewed at the following meeting.
4. A quorum will be established by 50% plus 1 of the positions/designated members
5. Non-agenda items may be addressed under the "Public Comments" agenda item as time permits.

### Section D. Amendment of Bylaws

Amendments to the Bylaws may be proposed by any committee member. A majority vote of the committee members will be necessary for adopting proposed amendments.