

Aspen-AASCU Transfer Student Success Intensive | Cohort 4

Roles and Responsibilities

[Transfer Intensive](#) teams are composed of one AASCU four-year institutional member and one partner community college. There will be 10 teams selected for participation in the 2025-26 Aspen-AASCU Transfer Intensive (Cohort 4):

- Community colleges interested in applying must identify an AASCU institution (see [member list](#)) committed to participating in the entire year-long initiative.
- AASCU four-year institutions interested in applying must identify one community college partner committed to participating in the entire year-long initiative.
- Both the participating community college and four-year college presidents must sign letters indicating their institutions' commitment to the initiative.
- As part of the application process, institutions must:
 - Designate a project manager and a cabinet-level lead to spearhead this initiative on their campus
 - Designate other staff and faculty who will attend monthly sessions and support operationalizing the team's transfer reform. See details on the ideal makeup of this group below

Transfer Intensive teams must be composed of the following roles and responsibilities:

Presidents

As part of their commitment to the Intensive, both the president of the four-year institution and community college will:

- Attend all five presidential sessions (see [Cohort 4 preliminary schedule](#) for reference)
- Convene with their partner president outside of Intensive sessions to set a concrete partnership vision statement
- Review initial transfer data and support the collection of future data needed to track progress toward short and long-term transfer goals
- Approve the model/s, goals, reform priorities, Strategic Transfer Excellence Plan (STEP), and funding to support the STEP
- Communicate with internal and external stakeholders about the STEP and the value of transfer students to the institution

- Share transfer goals and value of transfer students to the institution through joint statement with partner president, community appearances, regional op-eds, etc.

Cabinet-level leads (Cabinet Leads)

As part of their commitment to the Intensive, both the cabinet leads (e.g., Provost or VP Enrollment) of the four-year institution and community college will:

- Attend all Intensive sessions (see [Cohort 4 preliminary schedule](#) for reference)
- Facilitate team activities during each session
- Connect regularly with their counterparts, project managers, and core team members between sessions to ensure they are on track and ready for each session
- Align the team's goal and practice reform priorities with the president's vision
- Generate alignment among key leaders and stakeholders on their respective campuses
- Guide presidential and board commitments to the Intensive
- Lead the execution of the Strategic Transfer Excellence Plan (STEP)
- Lay solid foundations for effective communication and governance across partnership

Project Management Leads (Project Managers)

This role should be held by persons with direct responsibility for transfer (e.g., a director of transfer, transfer advisor, transfer coordinator). Please note: this role requires strong organization, coordination, and administrative skills. As part of their commitment to the Intensive, both the project managers of the four-year institution and community college will:

- Attend all Intensive monthly sessions (see [Cohort 4 preliminary schedule](#) for reference)
- Manage team communications across the partnership and with the Aspen/AASCU team
- Manage team materials, notes, and assignments in the shared Google Drive
- Coordinate internal and external meetings between partner presidents, stakeholders, and/or the Aspen/AASCU team
- Work in partnership with cabinet leads to align vision and operations
- Manage the development and finalization of the Strategic Transfer Excellence Plan (STEP), including submitting the STEP to the Aspen/AASCU Team



Institutional Research Representatives (IR Reps)

IR reps should plan on attending the May 2025 session on transfer student outcomes (see [Cohort 4 preliminary schedule](#) for reference) and additional sessions as needed by their team, IR reps will also attend an IR onboarding session before the Transfer Intensive Kickoff to better understand the transfer data teams will be working with. The IR rep from the community college and the four-year institution should also expect to meet outside of monthly sessions to confer on transfer data alignment.

Other representatives from each institution

- One-to-two representative(s) who have direct responsibility for core transfer functions (e.g., advising; registrar; financial aid; transfer center directors; dean, department chair, or other faculty representative, especially when the Provost is not the cabinet-level lead). The best representative/s for this role would be a transfer center director, advising, registrar, financial aid, student affairs representative, or others who are working with transfer students regularly, etc.
- In addition to those required to attend all sessions, other campus representatives are invited to specific sessions based on their institutional role and session topic (see [session topics](#) for reference).