

Best Practices for Communicating Institutions' Minnesota Transfer Curriculum (MnTC) and Transferable Courses

Best practices make information easy to locate and clear for students and other stakeholders. With the 2001 Omnibus Bill, it is crucial to be user-friendly with the publication of information on the Minnesota Transfer Curriculum (MnTC) in catalogs and on websites:

- 1) Clearly indicate the institution's MnTC in the catalog and on the website and distinguish it from other general education the institution may offer.
- 2) Clearly indicate which courses meet MnTC goal areas and which goal areas are addressed by each course. Have consistent goal information on MnTC lists:
 - a) on the website
 - b) in the catalog
 - c) as goals listed in the course descriptions
 - d) in goal areas assigned to courses in ISRS.
- 3) Put effective dates on all MnTC lists, both in the catalog and on the website.
- 4) Provide the **titles** of the courses with the **specific course numbers** in MnTC lists in the catalog and on the website.
- 5) Update MnTC lists and courses as changes in the MnTC are made.
- 6) List MnTC goal areas in the course descriptions.
- 7) If institutional web links change, send updated links to MnTransfer.org
- 8) Students should be able to easily access the MnTC on institutional websites. Provide the MnTC list of courses accessible from a link on the homepage or transfer page. Make sure the "search" option on your institution's website for the "Minnesota Transfer Curriculum" links to the institution's MnTC and that the list is current.
- 9) Provide a link on the college or university home page and/or MnTC web page for "course descriptions" that is easy to find.
- 10) Check to make sure that old, outdated versions of the MnTC are removed from current weblinks. Putting "effective dates" on MnTC pages will facilitate this process.
- 11) Place archived catalogs in an easily accessible location on the website for students who may be following older program requirements.
- 12) Link common course outlines to course descriptions or provide a separate link for common course outlines that are visible on the college /university website to facilitate course equivalency decisions. These links will display on MnTransfer.org.
- 13) In addition to a MnTC list in Goal Area order, also keep a list of MnTC courses in alpha order to facilitate searching for particular courses and DARS encoding.
- 14) Provide a page for Transfer Information that is easily found on college/university websites.

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