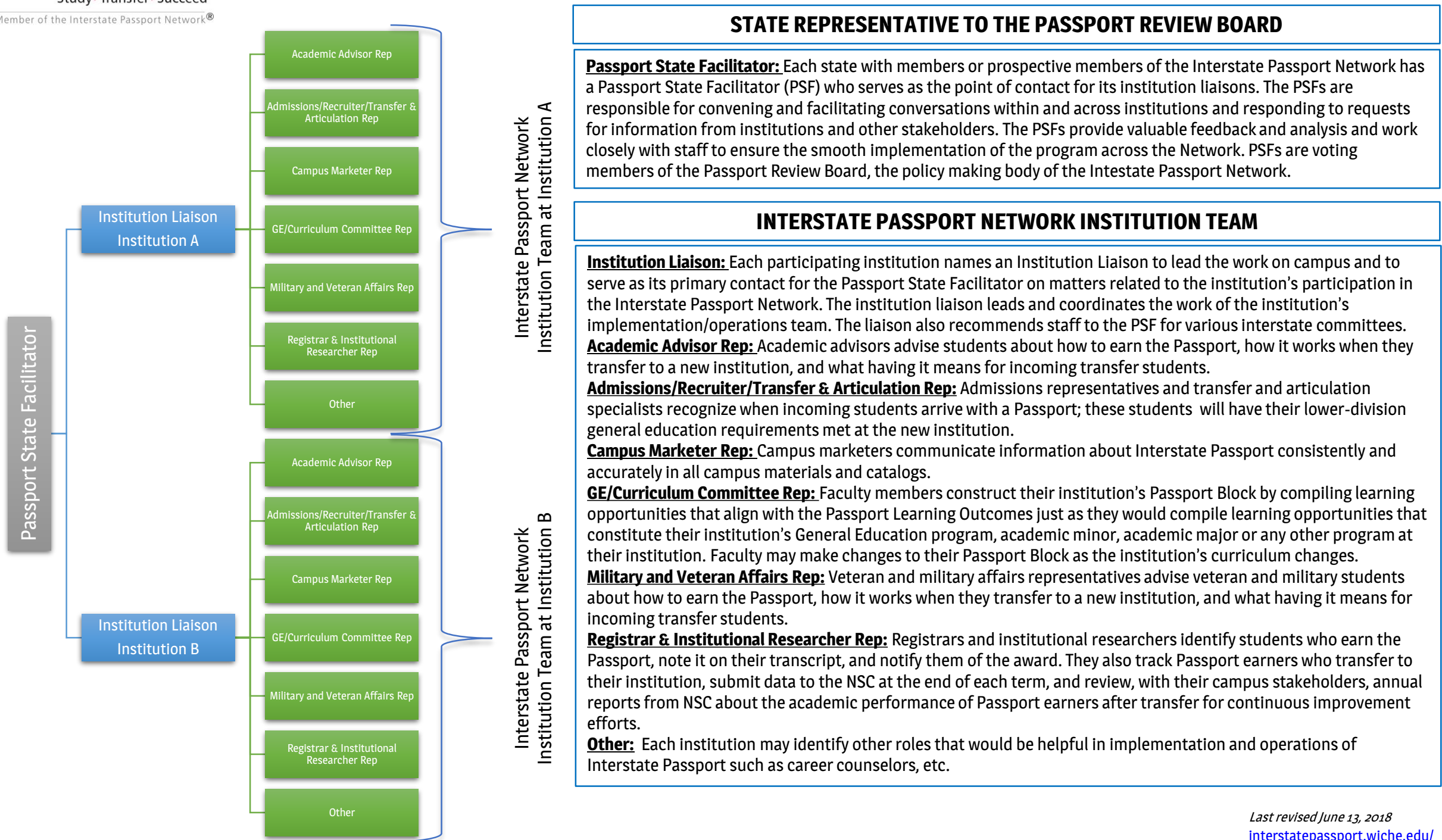


# INTERSTATE PASSPORT NETWORK

## STATE AND INSTITUTION ORGANIZATIONAL CHART



### STATE REPRESENTATIVE TO THE PASSPORT REVIEW BOARD

**Passport State Facilitator:** Each state with members or prospective members of the Interstate Passport Network has a Passport State Facilitator (PSF) who serves as the point of contact for its institution liaisons. The PSFs are responsible for convening and facilitating conversations within and across institutions and responding to requests for information from institutions and other stakeholders. The PSFs provide valuable feedback and analysis and work closely with staff to ensure the smooth implementation of the program across the Network. PSFs are voting members of the Passport Review Board, the policy making body of the Interstate Passport Network.

### INTERSTATE PASSPORT NETWORK INSTITUTION TEAM

**Institution Liaison:** Each participating institution names an Institution Liaison to lead the work on campus and to serve as its primary contact for the Passport State Facilitator on matters related to the institution's participation in the Interstate Passport Network. The institution liaison leads and coordinates the work of the institution's implementation/operations team. The liaison also recommends staff to the PSF for various interstate committees.

**Academic Advisor Rep:** Academic advisors advise students about how to earn the Passport, how it works when they transfer to a new institution, and what having it means for incoming transfer students.

**Admissions/Recruiter/Transfer & Articulation Rep:** Admissions representatives and transfer and articulation specialists recognize when incoming students arrive with a Passport; these students will have their lower-division general education requirements met at the new institution.

**Campus Marketer Rep:** Campus marketers communicate information about Interstate Passport consistently and accurately in all campus materials and catalogs.

**GE/Curriculum Committee Rep:** Faculty members construct their institution's Passport Block by compiling learning opportunities that align with the Passport Learning Outcomes just as they would compile learning opportunities that constitute their institution's General Education program, academic minor, academic major or any other program at their institution. Faculty may make changes to their Passport Block as the institution's curriculum changes.

**Military and Veteran Affairs Rep:** Veteran and military affairs representatives advise veteran and military students about how to earn the Passport, how it works when they transfer to a new institution, and what having it means for incoming transfer students.

**Registrar & Institutional Researcher Rep:** Registrars and institutional researchers identify students who earn the Passport, note it on their transcript, and notify them of the award. They also track Passport earners who transfer to their institution, submit data to the NSC at the end of each term, and review, with their campus stakeholders, annual reports from NSC about the academic performance of Passport earners after transfer for continuous improvement efforts.

**Other:** Each institution may identify other roles that would be helpful in implementation and operations of Interstate Passport such as career counselors, etc.