

## **TRANSFER AND ARTICULATION OVERSIGHT COMMITTEE**

March 24, 2011

10:00 AM to 12:30 PM

Dixon University Center

Remote Locations: CC of Beaver County, IUP, Bucks CCC

### **Meeting Notes**

#### **Updates & Announcements**

1. New TAOC members were announced.
  - a. Rochelle Prioleau - Clarion University
  - b. Renford Brevett - Lincoln University
  - c. Wade Davenport – Reading Area Community College
  - d. Juan Manfredi – University of Pittsburgh
  - e. Margaret McLaughlin – Carlow University
2. Transfer data submission deadline is March 26 and includes Fall 2010 end of term data.
  - a. The data for PASSHE universities will be submitted by the Office of the Chancellor.
  - b. PDE has been providing biweekly conference calls with the community colleges to provide technical assistance on PIMS submission of the data.
  - c. All other participating institutions will be submitting aggregate data.
3. Standards Subcommittees will review Framework courses through March 31.
4. SB203, introduced in January 2011, amends the School Code to include the language providing for state-related course equivalencies and program-to-program articulation that was initially included in the Fiscal Code in 2009.
  - a. The bill extends the deadline to establish program-to-program articulation agreements until January 2012, which coincides with the intent of our implementation timeline.
  - b. Agreements approved in June will be implemented in Fall 2012 and all others in Fall 2013.
  - c. More information will be provided in the *March 2011 Updates* distributed by PDE.

#### **Update on Spring 2011 PACs**

1. Ten Program Articulation Committees (PACs) started in February and include one TAOC member on each PAC.
2. PAC Interim progress reports were submitted on March 15<sup>th</sup> and will be posted to PATRAC website.
3. Website updates reflect transformation from PAC pilot focus to the current process of program-to-program articulation agreement development. Web also includes the following:
  - a. Pilot information.
  - b. Basic information and links to the PACS.
  - c. Alphabetical by discipline

4. PDE will provide links to the PAC reports and new articulation web pages in the *March 2011 Updates*.
5. Discussion Items
  - a. Role of TAOC member on the PAC
    - i. Information was provided at the kickoff meeting with the intent that once elected the PAC co-chairs would run with the project.
    - ii. TAOC member role is to:
      1. Serve as liaison and single point on contact between PDE and PAC.
      2. Submit all PAC reports and agreements to PDE on behalf of the PAC.
      3. Step in if PACs need assistance with leadership or if issues are bigger than chairs can handle.
      4. Serve in an advocacy role.
    - iii. This information has also been posted to the Content section of each PAC's virtual workspace and sent by email to TAOC members and the co-chairs.
    - iv. To ensure that all TAOC members have materials outlining the roles of the TAOC members, PDE will again send them out.
    - v. PDE proposed having a 30-minute conference call weekly with the co-chairs to help address immediate concerns and keep everyone updated on the projects. TAOC members can also participate.
  - b. PAC Resources
    - i. PASSHE has already been in contact with the CAOs of the 14 universities concerning resources for the PACs.
    - ii. Julie will reach out to community colleges and opt-ins for the information that is still needed for the PACs.
    - iii. Deadline for the PACs to submit the list of the material that they need is Wednesday, March 30.
  - c. Face-to-face meetings of the PACs
    - i. Funding for travel:
      1. PDE does not have funding available for additional PAC meetings.
      2. Funding is a local issue that should be discussed. Therefore, prior to planning a face-to-face meeting, PAC members should speak to their campus TAOC reps about institutional policies and potential funding.
    - ii. Majority of the members would need to be present either in person or via conference call to ensure input of all PAC members as well as each *sector*.
  - d. Alternative Resources
    - i. The virtual workspaces in D2L were established to facilitate online discussion for the PACs.
    - ii. Contact Bob Hails to learn how the PAC might more fully use this tool and utilize other meeting options such as conference calls, Wimba, etc.
  - e. Communication
    - i. PDE sent the PAC TAOC reps information about funding and face-to-face meetings on March 22.
    - ii. PDE will communicate directly with TAOC members, rather than the PAC co-chairs and PAC members.

- iii. It was suggested that the PAC TAOC reps then share this information with their PAC members to clarify their work.

### **Communications PAC**

1. The current Communication Studies PAC composition includes faculty from the fields of speech communication and mass communication. This diversity has brought into question the discipline focus; the PAC is now at a standstill.
2. Discussion included altering the PAC deadline, faculty composition of the PAC and the ways communication disciplines can be grouped together.
3. TAOC agreed to collect current program data from the participating colleges, including the 6-digit CIP code for each program. Based upon this new data, TAOC will either add faculty to the PAC or assist the PAC with developing a new strategy. TAOC will then alter the PAC deadline accordingly.
4. Next steps
  - a. PDE will send out a spreadsheet for each institution to fill out with their communication program information and 6-digit CIP code for each program.
  - b. Once the program information is received, it will be forwarded to the PAC TAOC rep for discussion with the PAC.
  - c. PDE will advise the PAC co-chairs of TAOC's decision to alter the timeline and provide better direction as to the field of study or studies they should be considering for articulation.

### **Implementing Program Agreements at the Institutional Level**

1. Institutional Assurance Form
  - a. Discussion
    - i. The assurance form will be used to verify institution compliance and gather program-specific information (degree type, title and CIP Code) that will be used to populate a searchable database on PATRAC for use by stakeholders.
    - ii. Updates to the form will be made by the IHE when additional programs are ready.
    - iii. Form should include a link to the curriculum that will be updated on the IHE website.
  - b. Suggestions
    - i. Effective graduate date should be included.
    - ii. The form should be electronic with electronic signature.
    - iii. It should be a comprehensive list that will be built upon.
    - iv. Reports can be pulled from database to figure out which programs have been verified by IHE.
  - c. Matrix
    - i. The use of a matrix as a tool for the IHEs to use to identify competencies, courses ad gaps was suggested at earlier meetings.
    - ii. This is not required as part of the self-verification or assurance process.
    - iii. Use of the matrix is part of the pilot process that pK-4 is working on.
    - iv. Concern expressed that due to faculty constraints, the matrix work should be done now.

- d. Next steps
  - i. Add assurance form to steering committee agenda.
  - ii. The results of the pilot use of the matrix will be used to guide decisions about its effectiveness and use.
2. The Revised General Statewide Articulation Agreement was discussed. There were no suggested changes.

### **Expansion of the Transfer Credit Framework**

1. Social Service Science Subcommittee has proposed the following course titles be added to Framework Category 5
  - a. Adolescent Development
  - b. World History Since 1500
  - c. World History to 1500
2. Discussion
  - a. Requirements for majors should not be considered for inclusion in framework.
  - b. Voting for framework courses was originally a role call.
  - c. A new category, Physical Sciences was suggested.
3. Process
  - a. Prior to submission to TAOC, framework course additions need the consensus of the standard's committee.
  - b. Present suggested additions to framework at a TAOC meeting and then vote on them at the next meeting.
4. Next step: PDE will initiate e-mail voting on the three courses by April 2, 2011.

### **New Business**

1. An internal PDE team with assessment expertise will be working on strategies to assess the transfer and articulation initiative.
2. Communication
  - a. Concern was expressed about PDE's administration of TAOC and the PACs, such as timeliness of communications, meeting PAC requests for information and materials, etc.
  - b. TAOC members were reminded that while PDE takes the lead to facilitate meetings and provide general leadership for the initiative, it is the responsibility of each participating institution to provide leadership and information on their campuses and to contribute fully in TAOC and the various committees.
  - c. Suggestion was made to develop a business model of shared responsibility for TAOC.

### **Action Items:**

1. Update the *March 2011 Updates* to include web links to SB 203, the PAC Interim Reports and new program articulation pages and distribute to TAOC.
2. Schedule weekly conference calls with PAC co-chairs and PAC TAOC members.
3. Send out document clarifying the roles and responsibilities of the PACs, PAC co-chairs, PAC TAOC reps, etc.
4. Collect Communications program information from the participating institutions and provide to the Communication Studies PAC.
5. Revise the Communication PAC timeline and, if needed, PAC composition.

6. Complete and distribute an articulation matrix for each of the pilot articulation agreements.
7. Vote by email to accept/reject Framework course titles proposed by the Social/Behavioral Sciences Subcommittee.
8. Add process for revising the Framework to the TAOC manual.
9. Schedule Steering Committee Meeting to discuss issues referred by full TAOC:
  - a. Institutional Assurance Form
  - b. Use of the articulation matrix.
  - c. TAOC business model.

**Attendance:**

Barbara Ford	Bucks County CC
Ira Blake	Bloomsburg University of Pennsylvania
Catherine McElroy	Bucks County CC
Annette Conn	Bucks County Community College
Richard Laughner	Butler County Community College
Geraldine Jones	California University of Pennsylvania
Jean Berkeley	Carlow University
Margaret McLaughlin	Carlow University
Frances Dice	Community College of Allegheny County
Judy Garbinski	Community College of Beaver County
Judith Gay	Community College of Philadelphia
Grant Snyder	Delaware County Community College
Virginia Carter	Delaware County Community College
Van Reidhead	East Stroudsburg University of Pennsylvania
Philip Ginnett	Edinboro University of Pennsylvania
Cindy Doherty	Harrisburg Area Community College
Inno Onweueme	Indiana University of PA
Carlos Vargas-Aburto	Kutztown University of Pennsylvania
Jill Murray	Lackawanna College
Virginia Mihalik	Lehigh Carbon Community College
Tom Leamer	Lehigh Carbon Community College
Deborah Erickson	Lock Haven University of Pennsylvania
Libby Yeager	Luzerne County Community College
Dana Clark	Luzerne County Community College
Robert Smith	Millersville University of Pennsylvania
Victoria L. Bastecki-Perez	Montgomery County Community College
Mark Henry	Northampton Community College
Thomas Gregory	Pennsylvania College of Technology
Diane Bosak	Pennsylvania Commission for Community Colleges
Julie Rutledge-Kane	Pennsylvania Department of Education

Sandy Edmunds	Pennsylvania Department of Education
Edward C. (Ted) Nichols	Pennsylvania Highlands Community College
Kathleen Howley	Pennsylvania State System of Higher Education
Jim Moran	Pennsylvania State System of Higher Education
Kevin McGovern	Reading Area Community College
Pete Skoner	Saint Francis University
Barbara Lyman	Shippensburg University
William F. Williams	Slippery Rock University
Michele O'Connor	Temple University
Joseph H. Santivasci	West Chester University
Darla Coffey	West Chester University of Pennsylvania
Robert Wright	Westmoreland County Community College

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