

1 Transfer & Articulation Oversight Committee

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Transfer and Articulation Oversight Committee
Governance, Policies and Procedures
Revised: 1/14/13

The Pennsylvania General Assembly established the Transfer and Articulation Oversight Committee (TAOC) in 24 P.S. § 20-2004-C.

1.1 TAOC Responsibilities

24 P.S. § 20-2004-C charges TAOC with the following responsibilities:

1. Develop, in consultation with faculty and personnel, equivalency standards for foundation courses.
2. Determine equivalent courses for at least 30 hours of foundation courses, not including developmental or remedial courses or career, technical or applied courses, in consultation with faculty and personnel.
3. Develop an assessment/evaluation plan and identify appropriate information and collect appropriate data to ensure the effectiveness of section 2002-C and make necessary revisions thereto over time.
4. Submit an annual report to the General Assembly that details the progress made by the public institutions of higher education and institutions that elect to participate under section 2006-C in furtherance of enabling the transfer of credits between such institutions and which recommends further action to be taken.
5. Consult with PDE on a process and timeline, subject to approval by the Department, to identify the associate of arts or associate of science degree aligned with the graduation requirements of the parallel baccalaureate degree in all public institutions of higher education in consultation with faculty and personnel.
6. Identify associate of arts or associate of science degree programs for transfer with full junior standing into a parallel baccalaureate degree in consultation with faculty and personnel in those degree programs.
7. Identify modifications that may be required in existing associate or baccalaureate degrees to satisfy external accreditation or licensure requirements in consultation with faculty and personnel. Approved modifications shall recognize all competencies attained within either the associate or baccalaureate programs.
8. Define requirements, in consultation with faculty and personnel, for education degrees, including early childhood education degrees, leading to certification to be included in an associate degree and to be accepted for transfer with full junior standing into a parallel baccalaureate degree program.
9. Resolve any conflict resulting from any of the above processes.

1.2 TAOC Membership

According to the legislation, TAOC is comprised of the following members:

1. The Secretary of Education or his designee, who shall serve as chair.
2. Member appointed by the secretary:
 - a. One member from each of Pennsylvania's community colleges
 - b. One member representing the PA Commission for Community Colleges
 - c. One member from each of the 14 PASSHE universities
 - d. One member representing PASSHE's Office of Chancellor
 - e. One member representing each of the state-related institutions, who shall serve as a nonvoting member but shall retain all other duties associated with membership on the committee. If the State-related institution elects to participate, the member representing the State-related institution shall be entitled to vote
 - f. One member representing each independent IHE that elects to participate.

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Members shall be appointed to four-year terms. Terms of committee members shall be staggered.

All members are considered voting members with the exception of representatives from state-related institutions that have not elected to participate under section 2006-C.

Experience has taught us that consistent attendance is critical to the success of TAOC. Absences or substitutions can greatly impede the progress of the group. To insure that this does not happen, institutions are encouraged to designate one individual to serve as the Primary TAOC representative and one individual to serve as the Secondary TAOC representative. Both individuals may attend meetings. However, only the Primary member may cast votes on behalf of the institution.

In the event that the Primary or Secondary representative is unable to attend a TAOC meeting, a designee may be sent. It is the responsibility of the institution—not PDE—to orient the individual with appropriate background materials before the meeting.

1.3 Individual TAOC Member Responsibilities

An Institutional Representative serving on TAOC is expected to:

- Serve as the institution's primary point of contact for all TAOC related issues;
- Attend TAOC meetings;
- Serve as a member of at least one TAOC subcommittee;
- Share comments from the home institution concerning the statewide transfer system with TAOC and PDE;
- Communicate TAOC policies with appropriate members of the home institution;
- Complete required TAOC tasks;
- Submit the institution's courses for review by the Equivalency Standards Subcommittees, establish course equivalencies for TAOC approved courses and maintain course equivalencies in the statewide transfer databases (or identify another institution representative to complete this task) (See Transfer Credit Framework Course Approval Process);
- Submit an electronic version of the institution's course catalog annually (or identify another institution representative to complete this task);
- Create and regularly update the institution's transfer college profile on the portal (or identify another institution representative to complete this task);
- Submit electronic versions of the institution's current articulation agreements annually (or identify another institution representative to complete this task); and,
- Ensure appropriate transfer data is submitted in accordance with legislation and TAOC policy.

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1.3.1 Requirements of TAOC Members

<u>Duty</u>	<u>Timeframe</u>	<u>Public IHEs</u>	<u>State-Related Institution</u>	<u>Opt-In Institution</u>
Attend TAOC Meetings	As scheduled	Required	Required	Required
Vote on course equivalency standards	Occurs only when changes and new standards are proposed	Required	Not permitted, unless IHE is an Opt In	Required
Report transfer data	Once a year	Required	Required	Required
Participate on Subcommittees	During annually scheduled timeframe for submitting and reviewing courses	Required	Not permitted, unless IHE is an Opt In	Required after one year of membership on TAOC
Participate on Dispute Resolution Subcommittee	Members serve in accordance to a predetermined rotation schedule.	Required	Not permitted, unless a participating institution for at least one year	Not permitted, unless a participating institution for at least one year
Submit transfer and articulation agreements to PDE	Annually	Required	Required	Required
Submit foundation courses for review	During annually scheduled timeframe for submitting and reviewing courses	Required	Not permitted, unless IHE is an Opt In	Required
Accept for transfer foundation courses determined to meet TAOC equivalency standards	During annually scheduled timeframe for submitting and reviewing courses	Required	Must accept at least 30 cr. of Framework courses from each institution	Required
Maintain updated information on PAccollegetransfer.com	As requested by PDE and/or TAOC or as needed to maintain accuracy	Required	Not permitted, unless IHE is an Opt In	Required
Submit to PDE the institution's transfer process and Transfer Student Appeals Policy	Submit policy to PDE by January 30 of each year	Required	Not permitted, unless IHE is an Opt In	Required
Vote on TAOC-related issues	As needed to conduct TAOC business and to carry out legislative requirements	Required	Not permitted, unless IHE is an Opt In	Required