

## TRANSFER AND ARTICULATION OVERSIGHT COMMITTEE

June 16, 2011

10:00 AM - 12:30 PM

Dixon University Center  
Harrisburg, PA 17110-1201

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

### Meeting Notes

1. **Roll Call – See attendance list on last page**
2. **May 12, 2011 TAOC Meeting Notes approved without changes.**
3. **Updates and Announcements**
  - a. TAOC Membership
    - i. Julie Rau is the new administrative assistant in PDE's Bureau of Postsecondary Education and will be assisting with coordination of TAOC.
    - ii. Dr. Melissa DeNardo is the new TAOC member for the Community College of Beaver County. Judy Garbinski is retiring June 30.
    - iii. Dr. Kathleen Howley is the primary TAOC member for the Office of the Chancellor. Jim Moran who is now interim president at Edinboro University.
  - b. Spring 2011 End-of-Term Transfer Data Collection is due to PDE by July 29, 2011.
    - i. CC, PASSHE and Penn College of Technology should submit data via PIMS.
    - ii. Opt-ins and state-related institutions should submit data using the excel template they used for the Fall 2010 collection. Email PDE if you need another reporting template.
  - c. Annual PA TRAC Updates due by August 15, 2011.
    - i. PDE will email a reminder to the points of contact at each institution who are responsible for the following components of the site:
      - College Profile
      - Transfer Credit Policy
      - Transfer Credit Appeals Process
      - Catalog Update
      - Program Search Database
    - ii. TAOC members should email PDE if they are unsure who their points of contact are for these tasks. Changes should be submitted to PDE using the [TAOC Representation Form](http://www.pacollege-transfer.com/Portals/6/PAFiles/TAOC_RepresentationForm.pdf) found on PA TRAC at [http://www.pacollege-transfer.com/Portals/6/PAFiles/TAOC\\_RepresentationForm.pdf](http://www.pacollege-transfer.com/Portals/6/PAFiles/TAOC_RepresentationForm.pdf).
4. **Fall 2011 PACs**
  - a. Dates/Times of Fall Kick-off Meetings
    - i. Friday, Sept. 16, 2011 from 10AM-3 PM (lunch provided)
      - Social Work
      - History
      - Government/Political Science
      - Sociology/Anthropology
      - Geography
      - Economics
      - Communications
    - ii. Monday, Sept. 19, 2011 from 10AM-3 PM (lunch provided)
      - Music
      - Art
      - Drama/Theatre
      - Foreign Language
      - Environmental Science
      - Secondary Education
      - 4-8 Education

- b. Role of PAC TAOC Representatives
  - i. PDE has expanded the role of the PAC TAOC Representatives to more appropriately show what is expected of this individual. Changes are underlined below. The new description will be added to the articulation toolkit and distributed to the PACs in the fall.

**Role of PAC TAOC Representative**

*PDE appoints one TAOC representative to serve on each PAC. Except for voting, the TAOC member is expected to assume the same role as the other PAC members in addition to the following tasks:*

- *Serve as the PAC's liaison with TAOC.*
  - *Serve as PDE's primary point of contact for the PAC.*
  - *Help the PAC with understanding the following:*
    - *The Commonwealth's college credit transfer system.*
    - *TAOC's policies, procedures and processes.*
    - *The statewide program articulation process and PAC charge.*
  - *Provide administrative support to the PAC co-chairs and assist with meeting facilitation and coordination of the PAC and related articulation project.*
  - *Provide guidance to the PAC, as appropriate and needed, on issues or questions within the PAC.*
  - *Work with PAC Co-chairs to ensure the PAC is on task and meeting the timeline and inform PDE when the PAC is not progressing.*
  - *Submit the PAC deliverables to PDE on behalf of the PAC by the deadline indicated.*
  - *Provide a project update at TAOC meetings.*
- ii. Deadline to volunteer to serve on Fall 2011 PAC is August 1, 2011. TAOC members should email PDE at [jukane@state.pa.us](mailto:jukane@state.pa.us) as soon as possible with their preference. First come, first served. If not enough volunteers come forward, PDE will appoint TAOC members to serve on the remaining PACs. Twenty-three reps have not yet served on PACs.
  - iii. In August PASSHE's Office of the Chancellor will send PASSHE TAOC members a request for PAC nominations for the fall. The PA Commission will reach out to the community college TAOC members; PDE will work with the opt-in TAOC members to coordinate their appointments. TAOC members were notified in May of the fields of study and kick-off meeting dates. Therefore, they should not wait until August to compile a list of nominees from their institutions.
- c. 4-8 Education PAC (Phil Ginnetti)
    - i. The 4-8 Education PAC is no longer in need of an alternate timeline. TAOC members are instructed to disregard the new timeline PDE provided along with the meeting agenda.
    - ii. The 4-8 PAC has a crafted a draft agreement that includes certification requirements, content areas and general education requirements. The PAC will submit the draft to PDE as soon as co-chair Carlie Nicastro (Lackawanna College) incorporates PAC member feedback. It is expected that a draft will be ready to submit sometime next week.
    - iii. Once the draft agreement is posted to PA TRAC, PDE will notify TAOC members, who in turn are expected to notify their faculty and campus personnel. PDE will solicit feedback for four weeks.

**5. Approval of Statewide Program Articulation Agreements**

- a. Approved Agreements
  - i. Eleven agreements were approved by a majority TAOC vote on June 9, 2011.
    - a. Biology
    - b. Business
    - c. Chemistry
    - d. Computer Science
    - e. Earth Science
    - f. English
    - g. Environmental Geoscience
    - h. Geology
    - i. Meteorology
    - j. Physical Oceanography
    - k. Physics

**DISCUSSION:**

- The Biology PAC did not provide sufficient detail for each competency. Institutions may have difficulty implementing the agreement because of it.
- If an agreement isn't correct, what are the options for correcting it? TAOC will need to determine a process/policy for revising the agreements after the agreements are approved and after they are implemented. However, the Dispute Resolution Committee would be the body of TAOC responsible for resolving articulation issues between individual institutions.
- If a 4-yr rejects the agreement, do they have to accept the transfer student? All participating institutions must honor approved agreements. However, statewide articulation does not guarantee a student admission to any institution. Each institution determines its own admissions and transfer credit policies.
- There is an evolution that will occur as these programs roll out. Changes to agreements should be based upon quantitative and qualitative data.
- Articulation Agreements need to spell out clearly what the requirements are, so there isn't a lot of room for varying interpretation by the institutions.
- Were the PACs asked to address the comments submitted during the feedback period? No. They were asked to consider all feedback but were not required to reply to everyone who submitted comments. TAOC may want to change this process in the fall.
- Were comments submitted by TAOC members during the vote the same as those submitted during the feedback period? If so, how did the PACs respond? In some cases the comments were the same. Not sure how each PAC addressed the comments since the committees were not required to respond. A few PACs, such as Physical Sciences and English, took liberty of providing PDE with comments for today's meeting.
- Is there any reason not to refer questions back to the PACs for comment/clarification? The agreements are already approved by majority vote, but it would be good to know that the PACs addressed these issues before the agreements are posted and institutions begin adjusting curricula to comply.
- Suggest referring the agreement back to the Bio PAC for clarification. The message should include a list of specific concerns and a request for a response to each point on the list.
- All of the articulation agreements, including the pilot agreements, include minimum GPA requirements. Isn't this overstepping the bounds of the PAC and contradicting the right of the institutions to determine their own admissions/transfer policies? Yes. TAOC's General Statewide Articulation Agreement requires equal treatment of native and transfer students. Including a minimum GPA requirement for associate degree students violates that policy by holding transfer students to a different (and potentially higher) academic standard.
- Could each agreement include a statement to the effect of "GPA/grade requirements will be addressed by receiving institution in concurrence with their policy for native students"?
- Suggest removing language pertaining to the need for a grade of "C or better" statement.
- If it's understood that transfer students get treated the same as native, why do we need any language at all?
- Why are PACs including this language, if TAOC has policy that states otherwise? The General Agreement was developed during the spring 2011 semester, which was after the pilot agreements were developed/approved and simultaneous to current agreements.
- If a school is accredited, there is the assumption that they've done their job; if we give up that assumption we're in a lot of trouble. If we make it the focus of the agreements, then we're creating problems. Need to find an appropriate balance.
- Electronic voting system didn't have a button to abstain yet one TAOC member abstained from voting on three agreements. How is that possible? All institutions were supposed to vote on all agreements, regardless if their institutions have a program in the field of study. However, since the electronic voting system did not work as expected, several TAOC members emailed their votes to PDE. Issue tabled until August when TAOC will look at voting process.

**DECISION:**

- Return agreements to the all of the PACs via their respective leadership. In the message each PAC will be asked to:
  - a. Address questions/comments raised by the TAOC members during the voting period. Responses will not change the approval status of the agreements. Rather this is an opportunity for a PAC to address issues before an agreement is posted to PA TRAC and institutions begin implementing it.

PDE will work with TAOC members who submitted comments to write the messages to the PACs. PAC responses will be shared with TAOC.

- b. Remove language that contradicts TAOC policies in the General Statewide Articulation Agreement. Each PAC will be provided a copy of the document as reference.

b. Rejected Agreements

- i. The Agreement in Criminal Justice was rejected by vote of 21-13.

**DISCUSSION:**

- Faculty credential requirements are not appropriate in an articulation agreement, especially at the community college level. Such a mandate is not within the purview of a PAC's charge to create an articulation agreement and is inconsistent with statute.
- The agreement is based on standards prescribed by the Academy of Criminal Justice Science (ACJS), a professional member organization that has certified eight degree programs in the U.S. None of the institutions with "certified" programs participate in Pennsylvania's college credit transfer system. The Council on Higher Education Accreditation (CHEA) does not sanction ACJS as an accrediting body.
- The agreement prohibits associate-degree institutions from awarding credit for prior learning experience and bachelor-degree institutions from accepting a degree program that includes credit for prior learning, specifically credit for police academy work or military experience. Institutions determine their own admissions and transfer credit policies under statewide articulation.
- The agreement lists content to be covered at the foundation level but not specific competencies related to that content.
- The nature of the field itself: debate over status as academic field of study versus vocational field.

**DECISION:** Ted Nichols and Diane Bosak will work with PDE to draft a message for the Criminal Justice PAC that will accompany the agreement when it is returned for revisions. The message will provide the following guidance:

- An agreement that includes faculty credential requirements cannot be approved since such a stipulation is beyond the scope of the PAC, is not supported by statute, may collide with existing collective bargaining agreements or contracts and is not enforceable by TAOC or PDE.
- The PAC is advised to focus on issues of **articulation** – the aligning of curriculum based on foundation-level competencies – and not issues of **accreditation**, which affects a limited number of institutions and is beyond their purview. The agreement should spell out for institutions specific competencies of learning to be demonstrated by students at the conclusion of an associate degree program in the field. Currently, the agreement lists content areas and not competencies.
- The PAC needs to be reminded of what is and is not their charge.
- TAOC will request clarification on issues raised by TAOC members during the vote.
- TAOC will provide the PAC with clear explanations for why certain statements/requirements cannot be included in the agreement and certain actions, regardless of intentions, cannot be permitted.

**6. PK-4 Articulation Agreement**

- a. ACTION ITEM: The PASSHE members of the PK-4 PAC have proposed amending the Social Science Requirement in the 30-Credit General Education Core as follows (see underlined section):

"#4 Social Science – 3 credits

One of the following courses: Introduction to Sociology, Cultural Anthropology or General Psychology  
One course from Sociology, Anthropology, Psychology or Political Science/Government."

**DECISION:** TAOC unanimously approved. Revised agreement will be posted to PA TRAC and distributed to members.

- b. ACTION ITEM: The PASSHE members of the PK-4 PAC have proposed the following clarification to the Field Experiences Requirement under the Major Core Content Areas (see underlined section):

"#9. Field Experiences at Level I and II (embedded or up to 6 credits and will count towards Observations and/or Field Experiences but not Student Teaching)."

**DECISION:** TAOC unanimously approved. Revised agreement will be posted to PA TRAC and distributed to members.

- c. ACTION ITEM: The PASSHE members of the PK-4 PAC have proposed adding the following statement to the fourth paragraph of the Transfer Checklist and Portfolio Requirements for clarification (see underlined section):

"The receiving baccalaureate institution does not evaluate the portfolio since the portfolio has already been verified by the associate degree institution."

**DECISION:** TAOC unanimously approved. Revised agreement will be posted to PA TRAC and distributed to members.

## 7. Statewide Program-to-Program Articulation

- a. DISCUSSION ITEM: Proposed policy for revising agreements *after TAOC approval*

"Once a statewide program-to-program articulation agreement has been adopted by TAOC, no amendments to the agreement can be offered by any party within the initial six (6) months of the agreement. After that time, amendments that are offered as clarifying or technical but do not alter the substantive portions or intent of the agreement will be considered by TAOC at a regular meeting and with sufficient time in advance for review and comment. Amendments that seek to alter the substantive nature or intent of the agreement in any part, must be submitted through PDE to the original PAC for review and consideration. The PAC will then make a recommendation to the TAOC and TAOC shall approve or deny the proposed amendments."

### COMMENTS:

- It's time to put things on paper as we start getting moving. We need to have guidance to offer to PACs and institutions as we move forward.
- The purpose of the initial 6-month window is to keep from doing clarifications and amendments proposed piecemeal.
- In creating a policy, we may want to distinguish between an "amendment" and "editorial change" (i.e., correction of typo), since the latter doesn't change the substance of the agreement.
- If there's a large agreement for a needed change, we need to allow for that without holding to the window. We don't want to limit ourselves by our own rules.
- Will the original PAC still exist by that point?
- Would it be six months from the date that the agreement is approved by TAOC or from the date that the agreement is posted on PA TRAC? Posting is a much more public statement. Approval has window until posting.
- Need clarification of what is meant by "approval date" and "implementation date".
- Might want to have a time period prior to the 6-month window to talk through the agreement from an implementation perspective and identify immediate issues, so they can be addressed swiftly.

**DECISION:** Referred to TAOC Steering Committee for recommendation.

b. DISCUSSION ITEM: Proposed policy for revising agreements *after implementation*

“No less than two years after a statewide program-to-program articulation agreement has been implemented by the institutions, TAOC will convene a PAC, consisting of faculty, staff and personnel, to review the agreement. The PAC will then make recommendations to TAOC and TAOC shall approve or deny the proposed amendments. If a TAOC member has a proposed revision before the PAC convenes, s/he may submit a written change request to PDE no less than 30 days prior to a full TAOC meeting. TAOC will then consider the request at the meeting and either approve or forward the change to a designated subcommittee for consideration.”

COMMENTS:

- At some point the agreements must be reviewed. The agreements were never meant to continue in perpetuity.
- Other states that have statewide articulation review agreements annually (North Carolina)
- Will the original PAC still exist by that point?
- Second policy allows TAOC to determine who reviews the agreements. A designated subcommittee could be a new review team, a PAC, etc.
- How would this work since institutions are implementing at different times?
- Need clarification of what is meant by “approval date” and “implementation date”.
- Before this policy can be decided, TAOC may need to determine the process by which agreements will be assessed and reviewed. Let that process be the catalyst for the policy.

**DECISION:** Referred to TAOC Steering Committee for recommendation.

c. DISCUSSION ITEM: Institution-to-institution verification of student eligibility and associate degree requirements under statewide program articulation.

- Institutions will self-verify through PA TRAC when they are prepared to honor an agreement. The information will be accessible through a searchable database on PA TRAC.
- TAOC needs to decide what process, if any, will be used by a sending institution to identify students transferring under statewide articulation.

COMMENTS:

- Why wouldn't the process take place in the receiving institution's admissions office? Each institution would be responsible for determining if a student is eligible to transfer under statewide articulation.
- As a transfer admissions counselor, it would be a big help to have a notation on the associate degree transcript in some form.
- Associate degree institutions cannot easily put extra notations on select transcripts. But we can identify the effective date of implementation and provide that to receiving institution.
- What about students who straddle the effective date?
- If they straddle the effective date, students follow the degree requirements of the program in which they first matriculated. If a student decides to switch to the modified program that meets the articulation requirements, then student will have to declare that new program and a new matriculation date will appear on the student's transcript. The matriculation date is the key identifier to receiving institutions.
- What if a student applies to the bachelor degree program before completing the associate degree? Student often submit applications in the spring for fall enrollment. If I don't know the student is transferring under statewide articulation, I'll have to complete a course-by-course transfer evaluation, instead of accepting the degree in total.
- Students also need to know they meet articulation requirements.

**DECISION:** Form a small ad hoc group with representatives from the three sectors – community colleges, PASSHE universities and Opt-Ins – to consider the issue and make a recommendation to the full TAOC in August.

## 8. Transfer Credit Framework

- a. Overview of the 30-credit Framework
  - i. Framework & Institutional Degree Programs – Not discussed
  - ii. Framework & Statewide P2P Articulation – Not discussed
- b. DISCUSSION ITEM: Proposed Process to Expand Framework

“Changes to the Framework will be considered by TAOC in October of each year. Any TAOC member may propose a change by submitting a written request to PDE no less than 30 days before the October TAOC meeting. TAOC will then either approve or forward the proposal to a designated subcommittee for recommendation. All changes must be decided by TAOC no later than December 15. The revised Framework shall be effective no later than start of the following fall semester.”

### COMMENTS:

- TAOC members have until Jan. 31 to submit courses in CEMC for review by the Framework Subcommittees. The Subcommittees then review courses against the Framework standards from Jan. 1 – March 31. The proposed policy would allow time for institutions to react to any changes and submit courses for review during this time period.
- The Framework was designed with one goal in mind and is not the result of a competency-based process; therefore, disconnect exists between the Framework and statewide P2P articulation.
- The Framework serves a purpose and cannot be ignored. It is part of statute and must be maintained.

**DECISION:** Refer to the TAOC Steering Committee for recommendation.

## 9. Fall 2011 TAOC Meeting Schedule

- a. ACTION ITEM: PDE is proposing the TAOC meeting schedule be changed as follows:
  - TAOC will meet every other month beginning in August 2011.
  - Subcommittee meetings will be scheduled in alternative months.
  - Meetings will be held from 10 AM – 3 PM in Harrisburg.
  - All members will attend the meeting in Harrisburg.

**JUSTIFICATION:** TAOC is growing both in membership and scope of work. The current meeting schedule does not allow enough time for real discussion and decision-making. Under the proposed schedule, TAOC would meet three times in the fall (August, October, and December) in Harrisburg and extend the time of each meeting from 10AM-12:30PM to 10AM-3PM. Lunch would be provided.

### COMMENTS:

- I am concerned that everyone would have to drive to Harrisburg for the meetings, due to the driving distance.
- Could secondary members still attend the meeting? If so, where would they attend?
- Requiring TAOC members and secondary members to attend meetings in Harrisburg poses a financial burden on the institutions. If TAOC meets three times and my institution sends two people to each meeting, it costs the institution 6 days of work.
- Could primary TAOC members attend from Harrisburg and secondary members attend from satellite locations?
- Would meetings continue to be scheduled for Thursdays? Thursdays are the most difficult day of the week for most administrators to get away from campus due to regularly scheduled meetings. Recommend changing day to Monday or Friday to maximize attendance.
- Might be able to have primary members attend from Harrisburg and secondary members observe the meeting via webcast. However, webcasts are not interactive. If this medium was used, secondary members would not be able to communicate with the group or participate actively in the meeting.

**DECISION:** Email Julie Kane at PDE with your feedback as soon as possible. PDE will then consult with the Steering Committee and make a decision before the August meeting.

**10. New Business**

- a. No new business.
- b. No TAOC meeting in July. TAOC meets again in August.
- c. TAOC Steering Committee Members
  - Julie Kane, PDE
  - Sandy Edmunds, PDE
  - Diane Bosak, PA Commission for Community Colleges
  - Kathleen Howley, PASSHE
  - Francie Spigelmyer, Butler CCC
  - Judy Gay, CCP
  - Jeff Focht, Northampton
  - Ira Blake, Bloomsburg
  - Bill Williams, Slippery Rock
  - Darla Coffey, West Chester
  - Pete Skoner, Saint Francis

**11. Meeting Adjourned at 12:30 PM**

DRAFT



### June 16, 2011 TAOC Meeting Attendees

Jonathan Lincoln	Bloomsburg University of Pennsylvania
Barbara Ford	Bucks County CC
Belinda Smith	California University of Pennsylvania
Terrie Greene	California University of Pennsylvania
Mary Frances Archey	Community College of Allegheny County
Frances Dice	Community College of Allegheny County
Judy Garbinski	Community College of Beaver County
Dan Slater	Community College of Beaver County
Scott Ensworth	Community College of Beaver County
Judith Gay	Community College of Philadelphia
Virginia Carter	Delaware County Community College
Cindy Doherty	Harrisburg Area Community College
Inno Onweueme	Indiana University of Pennsylvania
Bill Sands	Indiana University of Pennsylvania
Carole Wells	Kutztown University of Pennsylvania
Emily Wagner	Kutztown University of Pennsylvania
Jill Murray	Lackawanna College
Tom Leamer	Lehigh Carbon Community College
Virginia Mihalik	Lehigh Carbon Community College
Deborah Erickson	Lock Haven University of Pennsylvania
Dana Clark	Luzerne County Community College
Libby Yeager	Luzerne County Community College
Peter Keller	Mansfield University of Pennsylvania
Robert Smith	Millersville University of Pennsylvania
Peter Cabbage	Montgomery County Community College
Jeffrey Focht	Northampton Community College
Thomas Gregory	Pennsylvania College of Technology
Diane Bosak	Pennsylvania Commission for Community Colleges
Zach Ausherman	Pennsylvania Commission for Community Colleges
Julie Rutledge-Kane	Pennsylvania Department of Education
Julie Rau	Pennsylvania Department of Education
Edward C. (Ted) Nichols	Pennsylvania Highlands Community College
Kathleen Howley	Pennsylvania State System of Higher Education
Wade Davenport	Reading Area Community College
Brett Haselrig	Saint Francis University
Barbara Lyman	Shippensburg University
Michele O'Connor	Temple University
Juan Manfredi	University of Pittsburgh
Joseph Santivasci	West Chester University of Pennsylvania
Darla Coffey	West Chester University of Pennsylvania
Robert Wright	Westmoreland County Community College