



**TRANSFER AND ARTICULATION OVERSIGHT COMMITTEE**  
**Meeting Agenda**

**August 18, 2011**  
**10:00 AM - 12:30 PM**  
**Dixon University Center**  
**Harrisburg, PA 17110-1201**  
**Remote Locations: CC of Beaver County, IUP, Bucks CCC**

- 1. Roll Call**
  
- 2. Updates and Announcements – See August 2011 Updates**
  - a. Jill Hans Named Deputy Secretary for the Office of Postsecondary/Higher Education at PDE
  - b. New primary members appointed to TAOC
  - c. No change to fall meeting schedule
  - d. Transfer language expanding participation by state-related institutions and providing for statewide program-to-program articulation has been added to Public School Code of 1949
  - e. Fall 2010 and Spring 2011 transfer data collections complete.
  
- 3. Spring 2011 PACs**
  - a. TAOC-approved program articulation agreements will be available on PA TRAC as of Monday, August. 22.
  - b. Criminal Justice PAC – Meet in Harrisburg on Sept. 16 to work on agreement returned by TAOC in June
  - c. Communication Studies PAC – Meet in Harrisburg on Sept. 16 to kick-off work with new focus
  - d. 4-8 Teacher Education PAC – Draft agreement posted for comment from Sept. 12-30<sup>th</sup>
  
- 4. Fall 2011 PACs**
  - a. Sector appointments for twelve new PACs due to PDE by Aug. 29
  - b. Primary TAOC members needed to serve on the following PACs:
    - Geography
    - Music
    - Drama/Theatre
    - Modern Languages
    - Environmental Science

**5. ACTION ITEM: Recommended policy for revising agreements after TAOC approval**

At the June 16 meeting TAOC asked the Steering Committee to review the proposed policy below and make a recommendation to the full committee in August.

**Proposal:**

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.

**Recommendation to TAOC:**

The TAOC Steering Committee recommends the following policy for amending an approved statewide articulation agreement.

Once a statewide program-to-program articulation agreement has been approved 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, a TAOC member with a proposed amendment to an approved agreement should submit the change to PDE.

Amendments that are offered as clarifying or technical but do not alter the substantive portions or intent of the agreement must be forwarded to TAOC. TAOC representatives will have at least thirty (30) days to review, comment and approve or deny the proposed amendments.

Amendments that seek to alter the substantive nature or intent of the agreement in any part must be forwarded to the appropriate PAC for review and consideration. The PAC will then make a recommendation to the TAOC, and TAOC shall approve or deny the proposed amendments.

**6. ACTION ITEM: Recommended policy for revising agreements after implementation**

At the June 16 meeting TAOC asked the Steering Committee to review the proposed policy below and make a recommendation to the full committee in August.

**Proposal:**

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.

**Recommendation to TAOC:**

The TAOC Steering Committee recommends:

- Reviewing statewide articulation agreements every five years after the agreement effective date.
- Postpone developing a process for reviewing agreements until after all of the agreements have been created and approved and information about similar processes in other states can be reviewed.

**7. ACTION ITEM: Recommended statement concerning external accreditation/certification and development statewide articulation agreements.**

**Recommendation to TAOC:**

So as not to limit a PAC's use of various resources when developing an agreement, the TAOC Steering Committee advised against an official policy concerning external accreditation and certification and instead recommended PDE address the issue with PAC members during the kick-off meeting information session.

The following information will also be provided to PAC members in the PAC Toolkit:

*When developing a statewide program-to-program articulation agreement, the Program Articulation Committee is advised to consider requirements of external accreditation and certification organization(s). The Council for Higher Education Accreditation (CHEA) recognizes accrediting organizations in many disciplines. For more information visit [www.chea.org](http://www.chea.org).*

**8. ACTION ITEM: Recommended change to TAOC approval process of statewide articulation**

TAOC approved ten new articulation agreements as of June 10. At the June 16<sup>th</sup> meeting PDE provided TAOC with the approved agreements, voting results and comments submitted by TAOC representatives at the time of the vote. TAOC decided at this same meeting that the articulation agreements should not include GPA requirements or any language contradicting policies set forth in the General Statewide Articulation Agreement. TAOC asked PDE to return the agreements to the PACs and ask them to 1) address remarks from the TAOC members and 2) remove language that covered by the General Agreement. The PACs have been responsive to TAOC's request. However, some have made substantial changes to the documents. TAOC does not have a process for reviewing the agreements after such changes are made.

**Recommendation to TAOC:**

The TAOC Steering Committee recommends the TAOC approval process for statewide program-to-program articulation agreements be revised as follows:

1. PAC Kick-Off Meetings.
2. PAC elects co-chairs and submits names to PDE.
3. PAC develops a project timeline that includes the project milestones and final deliverables and submit to PDE.
4. PAC submits a draft articulation agreement to PDE.
5. PAC submits an interim report to PDE, describing progress made, challenges identified, milestones achieved and next steps.
6. PDE post the PAC's draft agreement on the PA TRAC website for feedback.
7. PDE solicits feedback from TAOC institutions and TAOC representatives on the draft articulation agreement.
8. PAC submits a final articulation agreement to PDE ~~for TAOC approval.~~
9. TAOC reviews the agreement and ~~either approves or~~ returns it to PDE with comments within one (1) week of receiving the agreement.
10. PDE forwards TAOC's comments to the PAC for consideration.
11. PAC submits the final agreement to PDE for TAOC approval.
12. TAOC votes to approve the agreement. Approved agreements are posted on PA TRAC. Rejected agreements are returned to the PAC with specific guidance from TAOC and PDE.
13. PAC obtains final approval of the statewide articulation agreements from the full TAOC.

**9. DISCUSSION ITEM: Issues Related to 30-Credit Transfer Framework**

- a. The Framework as it relates to associate degree programs
  - Should the Framework be included in every AA or AS degree offered by a participating institution?
- b. The Framework as it relates to statewide program-to-program articulation
  - Is the Framework needed now that we have statewide program-to-program articulation?
  - How does the Framework fit into statewide P2P articulation?
- c. Expanding the Framework
  - How are course titles added to the categories?
  - Who is responsible for deciding if a new course title is included in a Framework category? Is the decision made by the appropriate subcommittee based upon the established equivalency standards? Or does TAOC need to review and approve new course titles? In March, the Social/Behavioral Sciences Subcommittee submitted three proposals for new course titles. A decision was never made concerning the request.
  - How should the Framework be maintained in light of statewide articulation? Should the category standards be redeveloped based on competencies?
  - What is the process for expanding the Framework? In June, TAOC was presented with the following proposal: “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.”
- d. Assessing the Framework
  - How do we know institutions are honoring the Framework?
  - Do students and advisors know about the Framework? Are they using it?
  - Should the Framework standards be reviewed and revised? If so, what is that process?

**10. New Business**

**11. Next meeting: Thursday, September 22, 2011 – Harrisburg, IUP, Beaver, MontCo**