

## TRANSFER AND ARTICULATION OVERSIGHT COMMITTEE

### Meeting Agenda

October 25, 2012  
10:00 AM - 12:30 PM  
Dixon University Center  
Harrisburg, PA 17110-1201  
Remote Locations: CC of Beaver County, IUP, Montgomery CCC  
Bridge Line: 717-705-0091

1. Roll Call
2. **Pennsylvania Electronic Student Transcripts and Records System (PA eSTARS)** – Presentation by Sean Gannon and Chris Hyde, Parchment
3. **Updates/Announcements**
  - a. Current TAOC Membership Roster – See Appendix A
  - b. Reschedule December 6<sup>th</sup> Meeting?
  - c. Proposed Spring 2013 Meeting Dates

Spring 2013 Date	Meeting Type
Thursday, January 17	Full TAOC
Friday, February 1	TAOC Steering Committee
Thursday, March 28	Full TAOC
Friday, April 12	TAOC Steering Committee
Thursday, May 23	Full TAOC
Thursday, June 7	TAOC Steering Committee
July	NO MEETING

4. **ACTION ITEM: Vote to Approve or Reject August 9, 2012 Meeting Notes**
5. **TAOC/PA TRAC Maintenance Activities**
  - a. Primary/Secondary Points of Contact for AY12-13
  - b. Composite Institutional PA TRAC Status Report as of Oct. 23, 2012 – See Appendix B
  - c. Current Activities
    - i. Missing Course Catalog Extracts
      1. Butler County CC
      2. East Stroudsburg U
      3. Northampton CC
    - ii. Course Equivalency Management Center (CEMC)
    - iii. Importance of Keywords in Degree Program Search Database
    - iv. Statewide P2P Articulation Database – May 15, 2013 is the deadline to identify articulated associate degrees and parallel bachelor degrees effective Fall 2013
6. **Statewide Program Articulation Agreements**
  - a. Statewide P2P Report – See “P2P Status Report as of Oct. 24 2012” handout
  - b. F2012 Compliance
  - c. Pending Agreements
    - i. Political Science
    - ii. Music
    - iii. 4-8 Education
    - iv. Secondary Education

**7. Transfer Credit Framework**

- a. Framework Standards Subcommittee Members – See Appendix C
- b. Process for Expanding the Transfer Credit Framework Titles and Proposing Courses to Subcommittees

**8. DISCUSSION ITEM: Policy Regarding Dispute Resolution Committee – See Appendix D**

**9. New Business**

**10. Next meeting: ??**

## Appendix A: Primary TAOC Membership Roster (as of October 23, 2012)

TAOC Institution	Primary TAOC Rep.	Title	Email	Phone
Bucks County CC	Annette Conn	Provost & Dean of Academic Affairs.	<a href="mailto:conna@bucks.edu">conna@bucks.edu</a>	215-968-8049
Butler County CC	Francie Spigelmyer	Vice President for Academic Affairs	<a href="mailto:frances.spigelmyer@bc3.edu">frances.spigelmyer@bc3.edu</a>	724-287-8711
California University of PA	Stan Komacek	Associate Provost	<a href="mailto:komacek@calu.edu">komacek@calu.edu</a>	724-938-4830
Carlow University	Karyn Sproles	Dean, College of Arts & Sciences	<a href="mailto:kzsproles@carlow.edu">kzsproles@carlow.edu</a>	412-578-2043
Cheyney University	Ivan Banks	Provost & VP of Academic Affairs	<a href="mailto:ivan.banks@cheyney.edu">ivan.banks@cheyney.edu</a>	610-399-2279
Clarion University	Ronald Nowaczyk	Provost & VP of Academic Affairs	<a href="mailto:rnowaczyk@clarion.edu">rnowaczyk@clarion.edu</a>	814-393-2223
CC of Allegheny County	Mary Frances Archey	VP for Learning & Student Development	<a href="mailto:marchey@ccac.edu">marchey@ccac.edu</a>	412-237-3126
CC of Beaver County	Melissa Denardo	VP Learning & Student Success/Provost	<a href="mailto:melissa.denardo@ccbc.edu">melissa.denardo@ccbc.edu</a>	724-480-3439
CC of Philadelphia	Judith Gay	VP for Academic Affairs	<a href="mailto:jgay@ccp.edu">jgay@ccp.edu</a>	215-751-8351
Delaware County CC	Virginia Carter	Provost	<a href="mailto:vcarter@dccc.edu">vcarter@dccc.edu</a>	610-355-7178
East Stroudsburg University	Yun Kim	Associate Provost	<a href="mailto:ykim@esu.edu">ykim@esu.edu</a>	570-422-3856
Edinboro University	Michael Hannan	Provost & VP of Academic Affairs	<a href="mailto:hannan@edinboro.edu">hannan@edinboro.edu</a>	814-732-2729
Harrisburg Area CC	Cindy Doherty	Interim Vice President, Hbg Campus	<a href="mailto:cadohert@hacc.edu">cadohert@hacc.edu</a>	717-221-1774
Indiana University of PA	Gerald Intermann	Provost & VP of Academic Affairs	<a href="mailto:intemann@iup.edu">intemann@iup.edu</a>	724-357-2219
Kutztown University	Carlos Vargas-Aburto	Provost and Vice President for Academic & Student Affairs	<a href="mailto:cvargas@kutztown.edu">cvargas@kutztown.edu</a>	610-683-4155
Lackawanna College	Jill Murray	Executive VP/CAO	<a href="mailto:murrayj@lackawanna.edu">murrayj@lackawanna.edu</a>	570-504-8111
Lehigh Carbon CC	Tom Leamer	VP of Academic & Student Services	<a href="mailto:tlearner@lccc.edu">tlearner@lccc.edu</a>	610-799-1517
Lincoln University	Kenye Eké	Provost	<a href="mailto:keke@lincoln.edu">keke@lincoln.edu</a>	484-365-7436
Lock Haven University	Donna Wilson	Interim Provost & VP of Academic Affairs	<a href="mailto:dwilson@lhup.edu">dwilson@lhup.edu</a>	570-484-2121
Luzerne County CC	Dana Clark	Provost & VP of Academic Affairs/Dean of Nursing & Health Sci	<a href="mailto:dclark@luzerne.edu">dclark@luzerne.edu</a>	570-740-0422
Mansfield University	Peter Keller	Provost & VP of Academic Affairs	<a href="mailto:pkeller@mansfield.edu">pkeller@mansfield.edu</a>	570-662-4804
Millersville University	Vilas Prabhu	Provost & VP of Academic Affairs	<a href="mailto:Vilas.Prabhu@millersville.edu">Vilas.Prabhu@millersville.edu</a>	717-872-3596
Montgomery County CC	Victoria Bastecki-Perez	VP of Academic Affairs and Provost	<a href="mailto:vbasteck@mc3.edu">vbasteck@mc3.edu</a>	215.641.6482
Northampton CC	Jeffrey Focht	VP of Academic Affairs	<a href="mailto:jfocht@northampton.edu">jfocht@northampton.edu</a>	610-861-5434



TAOC Institution	Primary TAOC Rep.	Title	Email	Phone
Pennsylvania College of Tech	Thomas Gregory	Assoc. VP for Instruction	<a href="mailto:tgregory@pct.edu">tgregory@pct.edu</a>	570-326-3761
PA Commission for Community Colleges	Diane Bosak	Executive Director	<a href="mailto:dbosak@pacommunitycolleges.org">dbosak@pacommunitycolleges.org</a>	717-232-7584
PA Department of Education	Jill Hans	Acting Deputy Secretary, Office of Postsecondary & Higher Education	<a href="mailto:jhans@pa.gov">jhans@pa.gov</a>	717.787.5041
PA Department of Education	Julie Kane	Coordinator, Statewide College Transfer & Articulation; Chair, TAOC	<a href="mailto:jukane@pa.gov">jukane@pa.gov</a>	717-772-3643
Pennsylvania Highlands CC	Edward (Ted) Nichols	VP for Academic Affairs and Student Services	<a href="mailto:enichols@pennhighlands.edu">enichols@pennhighlands.edu</a>	814.262.6474
PA State System of Higher Education	Jim Moran	Associate Vice Chancellor for Student and Academic Affairs	<a href="mailto:jmoran@passhe.edu">jmoran@passhe.edu</a>	717-720-4200
Pennsylvania State University	Robert Pangborn	VP & Dean for Undergraduate Education	<a href="mailto:pangborn@psu.edu">pangborn@psu.edu</a>	814-863-1864
Reading Area CC	Wade Davenport	Provost & Senior VP of Academic Affairs	<a href="mailto:wdavenport@racc.edu">wdavenport@racc.edu</a>	610-607-6213
Saint Francis University	Pete Skoner	Assoc. Provost	<a href="mailto:pskoner@francis.edu">pskoner@francis.edu</a>	814-472-3085
Shippensburg University	Barbara Lyman	Provost & Senior VP of Academic Affairs	<a href="mailto:bglyman@ship.edu">bglyman@ship.edu</a>	717-477-1371
Slippery Rock University	William Williams	Provost & VP of Academic Affairs	<a href="mailto:william.williams@sru.edu">william.williams@sru.edu</a>	724-738-2001
Temple University	Michele O'Connor	Assoc. VP for Undergraduate Studies	<a href="mailto:michele.lynn.oconnor@temple.edu">michele.lynn.oconnor@temple.edu</a>	215-204-0550
University of Pittsburgh	Juan Manfredi	Vice Provost for Undergraduate Studies	<a href="mailto:manfredi@pitt.edu">manfredi@pitt.edu</a>	412 624 07 90
West Chester University	Linda Lamwers	Provost and Vice President for Academic Affairs	<a href="mailto:llamwers@wcupa.edu">llamwers@wcupa.edu</a>	610 436-3405
Westmoreland County CC	Nicole Reaves	Vice President of Academic Affairs and Student Services	<a href="mailto:reavesn@wccc.edu">reavesn@wccc.edu</a>	724-925-4212

## Appendix B: Composite PA TRAC Status Report for Participating Institutions as of October 23, 2012

**Notes:**

1. The Program Search allows students to search for institutions by program of study. Program Search data is provided by each participating institution. The Office of the Chancellor provides this information for all 14 PASSHE universities.
2. The Course Search allows students to search for institutions based upon specific course criteria. The database is populated by course data provided by each institution.
3. The Course Equivalency Search allows students to find out whether specific courses taken at one college will transfer to another college.
4. A "Request for More Information" icon is located at the top of each institution's College Profile. Requests are electronically submitted to the point of contact responsible for maintaining the institution's profile.

Institution	Program Search	Course Search	Course Equivalency Search			College Profile			
	# of Programs in Program Search	# of Courses in Course Search	#of Current Equivalencies (IN)	#of Current Equivalencies (OUT)	TOTAL # of Course Equivalencies (IN & OUT)	Profile Views	Profile Views (Last 30 Days)	Request Info Page Views	Requests Info Page Views (Last 30 Days)
Bloomsburg University	201	2,245	31,390	8,528	39,918	12,135	516	1,793	33
Bucks County CC	86	784	6,087	15,617	21,704	11,282	410	1,636	24
Butler County CC	90	1,473	1,330	4,673	6,003	3,661	171	1,453	15
California University	250	1,497	59,311	6,493	65,804	11,452	570	1,336	29
Carlow University	69	929	3,281	1,093	4,374	4,533	255	899	27
Cheyney University	50	1,590	2,014	2,641	4,655	9,824	353	1,761	24
Clarion University	179	2,454	58,134	6,382	64,516	9,063	393	1,829	26
CC of Allegheny County	176	2,396	1,207	11,617	12,824	7,415	311	1,574	10
CC of Beaver County	82	456	1,286	4,940	6,226	7,911	299	1,627	15
CC of Philadelphia	220	792	5,858	11,693	17,551	8,532	379	1,858	20
Delaware County CC	112	797	14,320	10,660	24,980	10,663	394	1,532	20
East Stroudsburg University	162	1,545	53,751	6,207	59,958	10,509	371	2,013	96
Edinboro University	222	2,310	1,388	8,612	10,000	8,403	382	1,794	28
Harrisburg Area CC	187	1,297	1,446	13,610	15,056	9,405	325	1,615	21
Indiana University	213	2,394	72,080	9,836	81,916	9,736	311	1,592	21
Kutztown University	149	3,354	43,805	7,945	51,750	10,625	341	1,660	27
Lackawanna College	67	288	1,086	3,543	4,629	3,092	123	1,205	12

Institution	Program Search	Course Search	Course Equivalency Search			College Profile			
	# of Programs in Program Search	# of Courses in Course Search	#of Current Equivalencies (IN)	#of Current Equivalencies (OUT)	TOTAL # of Course Equivalencies (IN & OUT)	Profile Views	Profile Views (Last 30 Days)	Request Info Page Views	Requests Info Page Views (Last 30 Days)
Lehigh Carbon CC	108	1,088	1,380	10,408	11,788	10,000	377	1,490	20
Lincoln University	39	681	1,305	1,724	3,029	7,518	211	1,671	21
Lock Haven University	164	1,415	35,918	6,688	42,606	9,395	288	1,519	26
Luzerne County CC	105	928	619	9,748	10,367	9,741	331	1,633	23
Mansfield University	179	1,896	25,613	7,002	32,615	12,943	338	1,569	26
Millersville University	256	1,760	14,944	7,686	22,630	12,371	478	1,428	19
Montgomery County CC	109	977	1,398	13,344	14,742	9,655	359	1,522	26
Northampton CC	114	988	1,291	11,929	13,220	8,641	271	1,701	22
Pennsylvania College of Tech	156	1,430	49,701	4,935	54,636	9,586	269	1,586	19
Pennsylvania Highlands CC	74	553	1,208	3,070	4,278	2,389	257	938	7
Reading Area CC	60	501	1,553	6,550	8,103	8,049	259	1,690	19
Saint Francis University	65	795	1,661	2,582	4,243	8,341	268	2,429	23
Shippensburg University	222	2,455	21,095	5,747	26,842	8,948	352	1,665	86
Slippery Rock University	252	2,260	57,488	7,255	64,743	6,366	282	1,354	19
West Chester University	282	4,591	9,839	9,897	19,736	12,947	510	1,757	15
Westmoreland County CC	144	838	1,279	6,755	8,034	7,414	304	1,769	19
<b>TOTAL</b>	<b>4,844</b>	<b>49,757</b>	<b>584,066</b>	<b>249,410</b>	<b>833,476</b>	<b>292,545</b>	<b>11,058</b>	<b>52,898</b>	<b>838</b>

### Appendix C: TAOC Subcommittee Members as of June 2012

<b>English/Public Speaking Subcommittee (Reviews Category I &amp; 2)</b>		
<b>TAOC Institution</b>	<b>Member</b>	<b>Title</b>
Community College of Philadelphia	<b>Susan Tobia, Chair</b>	Assistant Vice President for Academic Affairs
Community College of Beaver County		
Pennsylvania Highlands CC	Erica Reighard	Assoc Dean for Faculty and Faculty Development
Clarion University	Kimberly Verdone	Dir-Student Services, College of Arts and Sciences
East Stroudsburg University		
Edinboro University of Pennsylvania	Susan Hegel	Assoc VP for Academic Affairs
West Chester University	Hyojin Yoon	Special Assistant to the Provost
Lackawanna College	Erica Barone-Prizzi	Faculty Member
Cheyney University	Tamara Hollins	Faculty Member
Reading Area Community College	Kevin McGovern	Provost

<b>Math/Natural Sciences Subcommittee (Reviews Category 3 &amp; 4)</b>		
<b>TAOC Institution</b>	<b>Member</b>	<b>Title</b>
Bloomsburg University of Pennsylvania	<b>Jonathan Lincoln, Chair</b>	Assistant VP of Academic Affairs
Millersville University of Pennsylvania	Robert Smith	Dean, School of Science and Mathematics
East Stroudsburg University	Kizzy Morris	Registrar/Director of Enrollment Services
Kutztown University of Pennsylvania	Michelle Hughes	Interim University Registrar
Community College of Allegheny County	Frances Dice	Asst. Dean of Academic Management
Harrisburg Area Community College		
Lehigh Carbon Community College	Ginny Mihalik	Transfer Counselor
Montgomery County Community College	Andrew Ippolito	Interim Dean, Mathematics, Science and Advanced Technology

<b>Humanities/Fine Arts Subcommittee (Reviews Category 5)</b>		
<b>TAOC Institution</b>	<b>Member</b>	<b>Title</b>
Slippery Rock University	<b>William F. Williams, Chair</b>	Provost and VP for Academic Affairs
Mansfield University of Pennsylvania		
Luzerne County Community College	Mary Stchur	Chair, English Department
Northampton Community College	Michael McGovern	VP of Academic Affairs
Westmoreland County Community College	Andrew Barnette	Dean of Public Service, Humanities and Social Sciences
Saint Francis University	Kathryn Miele	Honors Professor
Indiana University of Pennsylvania	Joan Vandyke	Professor, Theatre and Dance Department

<b>Social/Behavioral Sciences Subcommittee (Reviews Category 6)</b>		
<b>TAOC Institution</b>	<b>Member</b>	<b>Title</b>
California University of Pennsylvania	<b>Melanie Blumberg, Chair</b>	Professor, History & Political Science
Shippensburg University	Tracy Schoolcraft	Assoc Provost and Dean of the Graduate School
Lock Haven University	Lynn Bruner	Assistant Professor, Psychology Department
Bucks County CC	Catherine McElroy	Dean, Academic and Curricular Services
Butler County Community College	Francie Spigelmyer	Interim VP of Academic Affairs
Delaware County Community College	Grant Snyder	Vice Provost for Student & Instructional Support Svcs.
Pennsylvania College of Technology	Susan Koons Slamka	Assistant Professor of Psychology/Human Services

<b>Assessment Subcommittee</b>		
<b>TAOC Institution</b>	<b>Member</b>	<b>Title</b>
Penn College of Technology	<b>Tom Gregory (chair)</b>	Assoc. VP for Instruction
Bucks County CC	Christine Boyle	Executive Director, Research and Assessment
Montgomery County CC	Joan Brookshire	Associate Vice President of Academic Affairs
Harrisburg Area CC	Kerry Tombs-Harling	Associate Dean Curriculum and Assessment
West Chester	Joe Santivasci	Assistant Vice President for Enrollment Management/Registrar
Bloomsburg	Sheila Dove Jones	Director of the Office of Planning and Assessment
Saint Francis	Pete Skoner	Associate Provost
PASSHE/OOC	Carrie John	Director of Planning and Assessment
PA Commission for CC	Keith Bailey	Director of Research
PDE	Julie Kane	Coordinator of Transfer and Articulation, PDE



## **Appendix D: Overview of Dispute Resolution Committee**

### **Overview**

Created by legislation, the Dispute Resolution Subcommittee (DRS) provides a mechanism for resolving institutional disputes that emerge in TAOC or subcommittee deliberations regarding, but not limited to,:

- course equivalency standards
- courses submitted to meet equivalency standards
- statewide program articulation agreements
- articulated associate degree programs
- parallel bachelor degree programs

If the institution involved in the dispute has made a sincere effort to resolve the dispute but has been unable to do so, the DRS will act in a mediation role, when asked by the institution to do so, in an attempt to reach an outcome satisfactory to all sides.

### **Responsibilities**

The DRS will conduct the following activities:

1. Hold meetings as the needed;
2. Submit a report to the full TAOC on the specific nature and resolution of disputes as they arise and are resolved, and
3. As necessary, bring to the floor of TAOC suggestions and a rationale for changes in the Purpose, Composition, or Operating Policies and Procedures of the Standards Subcommittees.

### **Membership**

The DRS is comprised of a subset of voting members of TAOC.

Membership shall consist of the following:

1. The Secretary of Education, or a designee, who shall serve as Chair.
2. Three TAOC members representing the Community Colleges.
3. Three TAOC members representing the PASSHE institutions.
4. One member representing the independent and state-related institutions of higher education that elects to participate in the TAOC.
5. Additional members may be added by the Chair of the Subcommittee.

The DRS may also include one member representing the PA Commission for Community Colleges and one member representing the PASSHE Office of the Chancellor.

Members serve a staggered three-year term with rotation by college so that each year one member of the community college sector and one member of the PASSHE sector shall be replaced. The member representing the participating independent institutions of higher education shall serve for three years. Additional members appointed by the chair will serve for a period of three years. If a member is not available to serve at any time during the three year term, the member may assign an alternate representative from their institution or organization.

The rotation by sector is as follows:

- *Community Colleges:* Montgomery County Community College, Community College of Beaver County, Community College of Philadelphia, Community College of Allegheny County, Northampton Community College, Harrisburg Area Community College, Bucks County Community College, Reading Area Community College, Butler County Community College, Pennsylvania Highlands Community College, Lehigh Carbon Community College, Luzerne County Community College, Delaware County Community College, Westmoreland County Community College

- *PASSHE*: West Chester University, Shippensburg University, Millersville University, Bloomsburg University, California University of Pennsylvania, Cheyney University, Clarion University, East Stroudsburg University, Edinboro University, Indiana University of Pennsylvania, Kutztown University, Lock Haven University, Mansfield University, Slippery Rock University
- *Independent and state-related institutions*: Lincoln University (By date that the participation agreement is signed), St. Francis University, Lackawanna College, Pennsylvania College of Technology, Carlow University.

Initial terms of committee members:

- Montgomery County Community College and West Chester University will each serve one year terms, ending June 30, 2009. Community College of Allegheny County and Bloomsburg University will begin a three year term on July 1, 2009.
- Community College of Beaver County and Shippensburg University will each serve two year terms, ending June 30, 2010. Northampton Community College and California University of Pennsylvania will begin a three year term on July 1, 2010.
- Community College of Philadelphia and Millersville University will each serve three year terms, ending June 30, 2011. Harrisburg Area Community College and Cheyney University will begin a three year term on July 1, 2011.

### **Institutional Dispute Resolution Process**

A participating TAOC institution may request a resolution by the DRS to disputes that arise relating to the transfer and application of credits. Contentious issues may include the following:

- A TAOC Curriculum Standards Subcommittee denying a course for transfer as a foundations course;
- A TAOC Curriculum Standards Subcommittee denying a new course title for inclusion on the Transfer Credit Framework; or,
- A TAOC Curriculum Standards Subcommittee approving a course that another institution deems non-transferable.

The Institutional Dispute Resolution Process is as follows:

1. The institution submits documentation in writing to the DRS Chair and indicates the details as they relate to the following:
  - a. Specific transfer and application of credits;
  - b. The efforts that the college has made to resolve the dispute; and
  - c. The desired outcome of the dispute resolution.
2. Within ten (10) days of receiving the dispute, DRS will decide if it has jurisdiction over the dispute and how to proceed.
  - a. If the issue presented is one of compliance, the DRS will notify the violating institution in writing of the issue and instruct the institution on the problem needs to be corrected to bring the institution back into compliance.
  - b. If the issue does not involve compliance, then the DRS will notify the disputing parties in writing as to the next course of action.
3. The DRS Chair notifies the Institution identified in the complaint and requests a response to the complaint within ten (10) business days.
4. The DRS Chair schedules a meeting of the Subcommittee within 30 days of receiving the response and sends the dispute specifics and the rebuttal response(s) for review prior to the meeting. Any DRS members identified in the dispute will excuse themselves for that particular case. An alternate TAOC representative may temporarily be appointed to the committee by the

Chair so no less than three community college representatives, three PASSHE representatives, and one independent representative are present at the meeting.

5. The DRS Chair convenes the DRS for the purpose of investigating the complaint. When a single location for the meeting is prohibitive, the meeting may be conducted via teleconference. The institution identified in the dispute has a right to be present at the meeting.
6. The DRS will propose a resolution to this dispute by consensus within ten (10) days. If a consensus cannot be reached, the DRS Chair will have the responsibility of making the final determination of the resolution. Any determination made will be binding upon the parties.
7. The institution and TAOC Curriculum Standards Subcommittee will be notified in writing by PDE as to the final decision and must abide by the final decision.