

**Pennsylvania Department of Education
Transfer and Articulation Oversight Committee**

**Meeting Notes
September 18, 2008
1-3:30 PM
Dixon University Center**

Introduction

Dr. Kate Shaw, Deputy Secretary for Postsecondary and Higher Education, opened the videoconference with a greeting to all sites. Videoconference sites included East Stroudsburg University, Indiana University of Pennsylvania Site and the California University of Pennsylvania. Julie Rutledge then welcomed everyone and introduced new representatives from the TAOC institutions.

The group reviewed the handouts included in the meeting folder, which included:

- Meeting Agenda
- TAOC Representation Form
- TAOC Manual
- Minutes from last meeting
- Updated Subcommittee roster

TAOC Representation Update

Julie asked everyone to complete the TAOC Representation Form as soon as possible so that she could contact specific individuals concerning various tasks and so that AcademyOne could make sure that everyone has appropriate access to databases and eportal system. Suggestion was made to email the form to representatives and/or add the form to the PA TRAC Administrator page so that people could download the form and email it to Julie rather than mail or fax it. Julie agreed to work with AcademyOne to have the form available on the PA TRAC website.

TAOC Policy Manual

The TAOC Manual was distributed in the packets as well. Julie quickly gave an overview of its contents and recommended members read the manual after the meeting and email her with questions. Questions would then be posted on the FAQs section of the Administrator page of PA TRAC so that everyone can benefit.

PA TRAC ePortal

The PA TRAC eportal was officially launched to the public with a press conference in May 2008 and received both state and national press coverage. Since the debut, the site is averaging 500 hits per week and has had about 35,000 unique hits in the past six months.

Program Search

As we enter Phase II of the eportal development, PDE will be working with AcademyOne to expand the features of the site, such as the addition of an Institutional Program Search. Searchable databases such as this one will allow users to use the site to search for specific degrees and certificates at the participating institution, which means it is vital that institutions annually update their program information in the PA TRAC system. PASSHE will provide all of the program information for state-owned institutions; the community colleges and opt-ins will need to submit individually through PA TRAC. The deadline for submitting the program information for this year is October 3; the program search will go live on PA TRAC Oct. 15. Julie will email the TAOC representatives with specific instructions later this week.

Equivalency Synchronizers

In addition, PDE has partnered with AcademyOne to create Equivalency Synchronizers, a software interface that will allow the transfer information system at the participating institutions to directly exchange information with the course equivalency system on PA TRAC. PDE surveyed the participating institutions and are aware that we have several systems in use among the 32 colleges and universities. We will begin with the development of two pilot systems over the next several weeks and then offer synchronizers to the other institutions as they are developed. Dave Stanley then explained how the ES works and that the IT departments and Registrar or Records office at each institution will need to be involved in the development and implementation. The goal is to have an automatic exchange of all course equivalencies established by an institution without the need for duplicate manual entry by someone at the institution. The system will also allow institutions to have current transfer information available to users via PA TRAC at all times, thus increasing the efficiency and effectiveness of the portal for users. PDE will work with AcademyOne to develop an implementation strategy and timeline and contact institutions as the work continues.

PDE currently has subscriptions for each public institution to participate in AcademyOne's Transfer Articulation Management Center, or TAMC. TAMC is a system that enables academic departments and administrators to collect, revise and publish transfer agreements online. TAMC permits the loading of agreements into a first-of-its-kind searchable database, which makes it easy for users to see which courses they should be taking at the 2-year institution for transfer to a 4-year institution. The TAMC system in PA TRAC will only contain agreements between the participating institutions. However, since TAMC is also a feature of AcademyOne's CollegeTransfer.net site, institutions may have load all of their articulation agreements into TAMC and have them seen through CollegeTransfer.net.

Implementing TAMC is part of Phase II of the Statewide Transfer System Initiative. However, it is important that institutions determine who at their institution will be responsible for loading the agreements and provide PDE with that contact information by Sept. 26, by use of the TAOC Representation Form. PDE will send that information to AcademyOne, who will create the necessary user account (or modify a current account) for that person and send the training document. If you'd like to have multiple users for this new tool, that's fine. While there is no deadline for loading the agreements, please designate your TAMC contact(s) by Sept. 26.

Several representatives expressed concern that they were not ready to post information TAMC and that currently a policy is not in place for the posting or maintenance of those agreements. For example, Brian Barden of Mansfield asked if the 2-year or the 4-year institution was responsible for the posting the agreements and recommended a "sign-off" process so that both institutions were aware of what information was being posted to users. Another suggestion was agreements containing a date (or dates) that the agreement is effective.

Given the need for on-going discussion, the TAMC request was tabled until more information could be collected and the group could consider the process and procedure for using TAMC and posting agreements to the site.

PA TRAC Marketing Campaign

PDE will develop a full marketing strategy for the site over the course of the academic year with the goal of having a full campaign by spring 2009. PDE will hire a marketing firm to develop the campaign. They will then print and distribute materials accordingly.

Opt-In Institutions

PA TRAC currently includes three opt-in institutions. PDE has been contacted by the following additional institutions concerning membership: Pennsylvania College of Technology, Cedar Crest College, Alvernia College, Waynesburg University, Thaddeus Stevens College, and the University of Pitt Bradford.

Julie reminded the group that all Opt-ins were required to submit a new Interagency Agreement by Nov. 15, which is also the annual participation deadline for any institution wanting to join.

Course Review and Approval Process

The group reviewed the upcoming timeline for course review and approval by the curriculum standards subcommittees. No changes requested.

Julie reminded institutions that remedial courses are not be submitted or approved for the Transfer Credit Framework and that institutions should review their course submissions to make sure no remedial courses have been submitted or approved accidentally.

No updates from the TAOC Subcommittees.

Transfer Credit Framework

The Transfer Credit Framework is explained on PA TRAC in multiple locations on the site. Julie reminded everyone that Framework credits must be applied toward graduation requirements, regardless if a student is a 2-2, 2-4, 4-4 or 4-2 transfer. The legislation does not state that the Framework only applies to students who transfer vertically, mean from a 2-year to a 4-year institution.

Also, when adding courses to PA TRAC and submitting them for approval by the subcommittees, it is vital that each course include a general syllabus so that the subcommittee members can evaluate courses appropriately. However, PDE had decided that the syllabi will no longer be available to the public. Also, institutions should not post syllabi that include the name/contact information of a specific instructor since syllabi are considered to be intellectual property.

Dispute Resolution Process

The Dispute Resolution process is outlined in the TAOC Policy and Procedure Manual. Julie asked each institution to submit a copy of their institutional Student Transfer Appeal Process by email to PDE no later than January 30. This will be annual request and is required by legislation as part of Act 114. Julie will email the TAOC members with a formal request and additional information in the next few weeks.

Transfer Data Reporting Requirements

Act 114 requires participating institutions and the state-related institutions to submit transfer data every two years. In the past PDE emailed a data reporting spreadsheet to each institution. However, we will not be collecting transfer data in January. Instead, the next collection will be via the PA Information Management System, the state's longitudinal database for K-12 and postsecondary institutions. Additional information can be found in the TAOC Manual. Julie will email everyone with additional information as it becomes available.

The meeting adjourned at approximately 3:01 p.m.

Participants:

Frances Spigelmyer, Butler CCC
Nick Kolb, IUP
Mary Sadler, IUP
Erica Reighard, Penn Highlands CC
Melanie Blumberg, California
Frances Dice, CCAC
Dan Obara, Westmoreland
Dave Stanley, AcademyOne
Susan Tobia, CCP
Grant Snyder, DelCo
Cathy Lencioni, HACC
Frank Goskowski, Lackawanna
Roger Johnson, Lock Haven
Frances Keating, Luzerne
Thomas Burns, Millersville
Mike McGovern, Northampton
Kathleen Howley, PASSHE
Julie Rutledge, PDE
Anne Rohrbach, PSU
Barbara Lyman, Shippensburg
Dr. Hyoejin Yoon, West Chester
Keith Bailey, PA Commission of CCs
Pete Cabbage, MontCo

Kim Verdone, Clarion
Bill Sands, IUP
Susan Boser, IUP
Brett Haselrig, St. Francis
Judy Garbinski, CC of Beaver Cty
Connie Beckel, Seton Hill
Karen Todd, Academy One
Jim Mackin, Bloomsburg
Valentine James, Clarion
Peter Hawkes, ESU
Michelle Hughes, Kutztown
Grant Venerable, Lincoln
Jill Mitchley, Lock Haven
Brian Barden, Mansfield
John Flynn, Montgomery CCC
Jim Moran, PASSHE
Kate Shaw, PDE
Sandy Edmunds, PDE
Gary Rizzo, RACC
Bill Williams, Slippery Rock
Virginia Mihalik, Lehigh Carbon
Kelly Houtz, PA Commission of CCs
Kizzy Morris, ESU

Recorder: Terri Spangler, PDE