# Pennsylvania's Statewide Program-to-Program  Articulation Toolkit

## February 2011

## Program Articulation Committees (PACs)

### Composition

Recognizing the importance of having faculty, administrators and personnel from both two- and four-year participating institutions involved in the statewide program-to-program articulation process, the Transfer and Articulation Oversight Committee (TAOC) determined each PAC shall include **13** members representing the three sectors (community colleges, state-owned universities, opt-in institutions) and TAOC:

- **5 community college representatives,** including **4** teaching faculty from the field of study and **1** non-teaching representative with an understanding of transfer and articulation (i.e., Transfer Counselor, Registrar, etc.)

- **5 representatives from universities in the Pennsylvania State System of Higher Education (PASSHE)** to include 4 teaching faculty from the field of study and 1 non-teaching representative with an understanding of transfer and articulation.

- **2 representatives from the independent or state-related institutions that have formally joined TAOC** (a.k.a., "Opt-Ins") to include at least **1** teaching faculty member from the field of study and **1** additional representative (either a faculty member _or_ a representative with an understanding of transfer and articulation.)

- **1 TAOC member** appointed by the Pennsylvania Department of Education (PDE).

### PAC Member Criteria

Effective articulation agreements are a combination of academic requirements, institutional policy and advising. For this reason, each PAC shall consist of members with a collective knowledge and experience from the various academic, administrative and operational areas of higher education:

- Academics related to the PAC field of study area(s)
- Curriculum development
- Transfer and articulation, such as transfer admissions, development of articulation agreements, determination of course equivalencies, etc.
- Advising (i.e., undergraduate student advising, transfer student advising, major-specific advising
- Administration (i.e., institutional policies related to the major, transfer of credits, admissions, financial aid)
- Pennsylvania's current statewide transfer system, including TAOC, the Transfer Credit Framework and course approval process, Curriculum Standards Subcommittees, PA TRAC website, etc.

Only representatives from participating institutions with degree programs in the PAC's field of study may serve as committee members.

### PAC Selection Process

Each higher education sector of TAOC – the community colleges, PASSHE universities and "Opt-In" institutions – determines its respective representation for each committee. The Pennsylvania Commission for Community Colleges will coordinate and appoint PAC members from the community college sector.  PASSHE's Office of the Chancellor will coordinate and appoint PAC members from the state-owned universities.  PDE will coordinate and appoint PAC members from the Opt-ins.

### PAC Leadership
Each PAC will be led by co-chairs elected from its membership:
- One chair representing the associate-degree granting institutions.
- One chair representing the bachelor-degree granting institutions.

The TAOC representative will assist the co-chairs with meeting facilitation and serve as the liaison between the PAC and the full TAOC.

### Voting
PAC members at the two- and four-year institutions are equal partners in developing the statewide program-to-program agreements. Therefore, all members have an equal vote, except for the TAOC representative who serves as a non-voting member. The final articulation agreement submitted by the PAC to TAOC for approval must be approved by member consensus.

## PAC Charge, Milestones & Deliverables

### Charge
PAC members are charged with developing a statewide program-to-program articulation agreement that allows a student to transfer the full Associate of Arts or Associate of Science degree in the PAC's respective field of study into a parallel bachelor degree program offered at a participating four-year institution.

PAC members will work together to identify the competencies required for entry into the field of study at the junior-level. The resulting agreement will also build on the 30-credit Transfer Credit Framework that is the basis of the Commonwealth's college credit transfer system.

The goal of statewide articulation is not to create a common associate degree program or bachelor degree program in the field of study. Rather, institutions will use the articulation agreement to ensure minimum competency requirements are met at the associate degree level and that students are academically prepared to transfer into the parallel bachelor degree program as juniors.

### Deliverables
The PAC is expected to develop a written program-to-program articulation agreement that meets the above charge and receives TAOC approval.

### Milestones
Each PAC will be required to achieve the following milestones:
1. Elect PAC co-chairs.
2. Develop a PAC project timeline that works within the timeline outlined by TAOC and includes completion of project milestones and the final articulation agreement.
3. Develop a draft articulation agreement.
4. Develop a final articulation agreement.
5. Obtain approval of the articulation agreement from the full TAOC.
6. Submit interim reports to PDE by the first of each month, describing progress made, milestones achieved and next steps.

The TAOC member serving on the PAC is responsible for submitting the above items to PDE by the deadline indicated. All deliverables should be emailed to Julie Kane, Coordinator of the Pennsylvania's college credit transfer system, at jukane@state.pa.us.

## PAC Workflow & Timeline

### PAC Workflow
Since each PAC will be limited in membership, a workflow process that incorporates an opportunity for various stakeholders from the participating institutions to comment, share information and provide input and feedback is vital. For this reason, draft agreements will be distributed to the various sectors at each participating institution before the agreements are finalized and submitted to TAOC for approval.

The basic workflow process is as follows:

1. **PDE requests each higher education sector identify and appoint faculty representatives to serve on each PAC.**

2. **PAC members attend a one-day Kick-Off Meeting hosted by PDE.**
   At this meeting, members will learn more about their charge and expected deliverables as well as have the opportunity to begin working on their agreements. This will be the only time PAC members are required by PDE to meet in person as a group. ** All PAC members are expected to meet as a group at the Kick-Off Meeting in Harrisburg for an initial orientation to the program-to-program articulation process. At that time PAC members will receive their official charge and a list of milestones and project deliverables. For this reason, it is imperative that all members be present.

   Additional face-to-face committee meetings may be scheduled at the discretion of the PAC. However, every effort should be made to use electronic resources to facilitate workflow, discussion and decision-making and to keep travel time/expense to a minimum.

3. **In accordance to the timeline and project plan determined by the PAC members, the PAC creates a draft agreement for its respective area of study and submits it to the PDE by the designated deadline.**
   The TAOC member serving on the PAC is responsible for submitting the above items to PDE by the deadline indicated. All deliverables should be emailed to Julie Kane, Coordinator of the Pennsylvania's college credit transfer system, at jukane@state.pa.us.

4. **PDE posts the draft agreement online and solicit feedback from members of all of the TAOC institutions.**

5. **The PAC considers the external feedback and revises the agreement, if needed.**

6. **PAC members vote on the agreement. Once majority consensus is reached, the agreement is submitted to PDE for full TAOC review.**

7. **TAOC either approves the agreement or returns it (with comment) to the PAC for revision and resubmission.** Approval of the final agreement requires a majority vote by the fully-participating TAOC members.

8. **Once approved by TAOC, PDE officially distributes the final document to all TAOC members and posts the agreement on the Pennsylvania Transfer and Articulation Center website (www.PAcollegetransfer.com).**

9. **TAOC institutions then work within their institutions to meet the requirements and honor the final agreement by the deadline set by TAOC.**

## *Comprehensive PAC Timeline for Spring 2011*

| Task | Deadline |
|---|---|
| TAOC identifies fields of study areas. | January 2011 |
| TAOC sectors – community colleges, PASSHE universities, opt-ins – identify representation for each PAC and submit appointments to PDE. | No later than February 18, 2011 |
| **\*\*PAC Kick-Off Meeting** for *Biology, Chemistry, Physics, Physical Sciences & Computer Science ONLY* held at Dixon University Center in Harrisburg, PA. | Friday, February 25, 2011 |
| **\*\*PAC Kick-Off Meeting** for *4-8 Education, Business, Criminal Justice, English & Communication Studies/Mass Communications ONLY* held at Dixon University Center in Harrisburg, PA. | Monday, February 28, 2011 |
| The PAC elects their co-chairs and submits their names to PDE. | March 4, 2011 |
| The PAC develops a project timeline that includes the project milestones and final deliverables and submits it to PDE.  The project timeline should be included as part of the PAC's interim progress report.<br><br>The PAC submits the FIRST interim report to PDE describing progress made, milestones achieved and next steps. | March 15, 2011 |
| The PAC provides a draft agreement to PDE. The draft agreement should be submitted as part of the SECOND interim report.<br><br>The PAC submits the SECOND interim report to PDE describing progress made, milestones achieved and next steps. | April 13, 2011 |
| PDE posts the draft agreements to the PA TRAC website for feedback. | April 18, 2011 |
| Feedback on draft articulation agreements solicited from TAOC institutions. | Monday, April 18 – Friday, May 6, 2011 |
| PAC submits a final articulation agreement to PDE for TAOC review. | May 20, 2011 |
| TAOC reviews the agreements and either approves or returns to the PAC for revisions. | May 23- 27, 2011 |
| PAC obtains final approval of their agreements from the full TAOC. | June 15, 2011 |
| TAOC institutions begin honoring the final articulation agreement. | No later than Fall 2012 |

## PAC Interim Progress Reports

TAOC requires each PAC to submit an interim progress report at least twice during the duration of the articulation project.  The progress report is the means by which TAOC and PDE are kept apprised of each PAC's work and ensures that the PAC is moving steadily toward completion.

The PAC co-chairs are responsible for completing the Interim Progress Report (IPR) in consultation with the full PAC.

The PAC's first IPR should include the preliminary project plan for the PAC, as well as the information included on the IPR Template provided below.

The second IRP should include a draft agreement, as well as the information included on the IPR Template.

Once complete, PAC co-chairs should share the IPR with the full PAC.  The PAC's TAOC member will then submit the IPR to PDE by the designated deadline.

All IPRs should be emailed to PDE via Julie Kane, Coordinator of the Pennsylvania's college credit transfer system, at jukane@state.pa.us.

# Program Articulation Agreement
# Interim Progress Report

Submit electronically to Julie Kane, Coordinator of the Pennsylvania's college credit transfer system, at jukane@state.pa.us.

**Date** _____

**PAC Title:** _____

**TAOC Member Submitting Report:** _____

## Resolved Issues
List issues resolved by the PAC since submitting the last report to PDE. Attach documents, if necessary.

## Unresolved Issues
List outstanding issues that are still being discussed. Attach related documents, if necessary.

## Next Steps
Outline the PAC's next steps in completing the agreement. Include a deadline for each step.

## Additional Comments

# Statewide Program Articulation Roles & Responsibilities

The success of Pennsylvania's statewide articulation agreements is dependent upon an inclusive development process that fully utilizes the resources of the Commonwealth, the Transfer and Articulation Oversight Committee (TAOC), the colleges and universities participating in the Commonwealth's college credit transfer system and the faculty and personnel that make-up those institutions.

### Role of the Pennsylvania Department of Education (PDE)
PDE serves as the facilitator and coordinator of the articulation projects. The coordinator of the Commonwealth's college credit transfer system, as the chair of TAOC, assists TAOC representatives with developing the articulation process, organizing the PACs and articulation projects and ensuring that the projects meet legislative requirements.

### Role of TAOC
PDE works with TAOC to coordinate and maintain the Commonwealth's college credit transfer system. TAOC is a representative body that consists of the following members:
- ➢ 1 representative from <u>each</u> of the participating institutions.
- ➢ 1 representative from the Office of the Chancellor for the PA State System of Higher Education (PASSHE).
- ➢ 1 representative from the Pennsylvania Commission for Community Colleges.
- ➢ 2 representatives from PDE, including the transfer system coordinator and the Deputy Secretary for the Office of Postsecondary and Higher Education.

TAOC's role in the statewide program articulation process is as follows:
- ➢ Develop a system by which statewide articulation agreements are created.
- ➢ Review and approve articulation agreements submitted by the PACs.
- ➢ Outline a process and timeline by which statewide articulation agreements will be implemented by the participating institutions.

### Role of the TAOC Representative and the Participating Institution
Each college and university participating in the college credit transfer system has a representative serving on TAOC. TAOC representatives have the following responsibilities in the articulation process:
- ➢ To work with their sector to appoint representatives to serve on the PACs.
- ➢ To communicate TAOC policies, procedures and processes to the appropriate individuals at their institutions.
- ➢ To review and approve articulation agreements submitted to TAOC by the PACs.
- ➢ To coordinate and oversee implementation of the statewide agreements by the deadline determined by TAOC.
- ➢ To guarantee that their institutions meet all legislative requirements as they pertain to the transfer system and statewide program-to-program articulation.

### Role of the PAC
The Pennsylvania General Assembly and TAOC have decided that all statewide articulation agreements should be created collectively by institutional faculty and personnel. Therefore, Pennsylvania's statewide program articulation model uses Program Articulation Committees consisting of faculty, administrators and personnel from both two- and four-year participating institutions to develop the agreements.

As a group, the role of the PAC is to do the following:
- ➢ Develop a written statewide program-to-program articulation agreement that allows a student to transfer the full Associate of Arts or Associate of Science degree in the PAC's respective field of study into a parallel bachelor degree program offered at a participating four-year institution.
- ➢ Identify the competencies required for entry into the field of study at the junior-level.
- ➢ Develop an articulation agreement that builds on the 30-credit Transfer Credit Framework, the basis of the Commonwealth's college credit transfer system.

## Role of PAC Members

In addition to the tasks assigned to the full PAC, each PAC member is also expected to do the following:

➢ Participate in PAC discussions and work with fellow PAC members to develop the final agreement.
➢ Collect data and information as needed to assist the PAC with its work.
➢ Meet all deadlines established by the PAC, TAOC and PDE.
➢ Vote on the agreement before it is submitted to PDE for TAOC review.
➢ Communicate with his/her TAOC member frequently.
➢ Assist with all other tasks as agreed upon by the PAC to make progress.

## Role of PAC Leaders

Each PAC will be led by co-chairs elected from its membership:

• One chair representing the associate-degree granting institutions.
• One chair representing the bachelor-degree granting institutions.

The PAC co-chairs are responsible for the following tasks:

o Organizing the PAC.
o Coordinating meetings, if needed.
o Keeping PAC members to task.
o Working with the PAC's TAOC representative to submit all required deliverables, including the monthly progress reports and final agreement.

## 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 Commonwealth's college credit transfer system and TAOC's policies, procedures and processes.
➢ Provide administrative support to the PAC co-chairs and assist with meeting facilitation and coordination of the PAC and related articulation project.
➢ Submit the PAC deliverables to PDE on behalf of the PAC by the deadline indicated.
➢ Be prepared to provide a project update at TAOC meetings.