

**Pennsylvania Department of Education**  
**Transfer and Articulation Oversight Committee**  
**Meeting**  
**Tuesday, March 18, 2008**  
**1:00-3:00 PM**  
**Dixon University Center**

Dr. Kate Shaw, Deputy Secretary for Postsecondary and Higher Education, opened the videoconference with a greeting to all sites and introducing Julie Rutledge, who is from PDE and working the frontlines with Transfer and Articulation. The sites participating in this videoconference were the Harrisburg site at the Dixon University Center, Indiana University of Pennsylvania Site and the California University of Pennsylvania site.

**Opt-In Institutions**

The meeting opened with Julie Rutledge introducing the new TAOC Members: King's College, Lackawanna College, St. Francis University, and Seton Hill University. Approximately 15 institutions did express interest in opting-in, but did not for various reasons. Julie Rutledge pointed out, per the "Timeline" handout, that the original opt-in date of February 28<sup>th</sup> has been changed to November 14<sup>th</sup>. This date will also serve as the cut-off date for state-related and private institutions to decide if they will continue to participate in the transfer. These institutions will be asked to confirm each year whether they plan to continue as a member of TAOC. Julie explained that the timeline for 2008 is ambitious, but there are no other options with a "Live" date of May 15, 2008 for the ePortal. Kathleen Howley inquired about the formal decision of approved courses and when institutions would be required to create equivalencies for all courses not just TAOC approved courses. Julie stated that only TAOC approved courses had to be submitted at this time, which will give the opt-in institutions time to catch up.

Note: As of April 1, King's College has decided NOT to participate, indicating that they will consider rejoining at a later date, in accordance to the new opt-in timeline that was discussed.

**Minimum 30-Credit Framework**

The Minimum 30-Credit Framework goes into effect for students' matriculated Fall 2008 and beyond. As a result, students who are currently being accepted for the Fall term must have credits transferred in accordance to the framework that has been established by TAOC. Julie is in the process of developing a TAOC manual that includes policies, procedures and governance as established by the various subcommittees. An email will be sent once it is viewable on the ftp site.

**ePortal**

AcademyOne's Dave Stanley walked the group through the functionality of the ePortal. Julie clarified that the Minimum 30-Credit Framework language will appear on the ePortal and that PDE is working on how to explain the framework to the public and to institutions. The following topics were discussed:

- It still has not been decided if the site will have both protected and unprotected areas.
- As the launch date gets closer, publicity and a press conference will be put into motion. The ePortal is scheduled to be released to the public by mid-May.
- The logo and slogan have not yet been elected, but several are being considered.
- Kathleen Howley announced that members of the Eastern and Western Articulation Councils will have an opportunity to view the ePortal before it goes live when they meet this spring. The Western Articulation Council meeting is scheduled for May 9, 2008; the Eastern Articulation Council has not yet announced its meeting date.
- Godlove Fonjweng asked if training for advisors would be available. Julie Rutledge said the ePortal is supposed to be intuitive but that she would consider other ways of training staff and advisors. Kathleen Howley said PASSHE is planning a system-wide web conference to take care of some basic training needs.
- The ePortal will include a searchable database for Institutional Degree Information. Users will be able to select a major of interest and then see which participating institutions in PA offer that particular program. Jim Moran stated that PASSHE already has this database. Diane Bosak wasn't sure if the PA Commission for Community Colleges had a similar database.
- Julie asked the institutions to submit transfer agreements for inclusion in the Transfer Agreement Management Center on the ePortal. The topic posed much debate for reasons such as timeliness of the information being provided and questions over who would be responsible for creating and

maintaining the agreements – the sending institution or the receiving institution. This request was tabled until further discussions with Dr. Shaw, various TAOC members and AcademyOne take place.

- Kathleen Howley proposed that a statewide to statewide program is needed, along with a universal check-sheet for all institutions. Julie will keep the group updated on this matter.

### **Course Review and Approval**

Julie reviewed the following timeline with the group:

- **April 30, 2008** – Deadline for proposing new courses for review by the TAOC sub-committees and the updated catalog for AcademyOne.
- **April 1 thru May 31, 2008** – The standards subcommittees will review the newly proposed TAOC courses.
- **June 1 thru May 31, 2008** – Individual institutions will create course equivalencies in CEMS for all newly-approved courses.
- **January 30, 2009** – Deadline for proposing new courses and submitting an updated catalog to AcademyOne.
- **January 1 thru February 29, 2009** – The standards subcommittees will review the newly proposed TAOC courses.
- **March 1 thru May 15, 2009** - Individual institutions will create course equivalencies in CEMS for all newly-approved courses.

### **Discussion**

- Announced that standards committee could approve a course with a 2/3 vote as opposed to a unanimous vote, which was prior practice.
- The subcommittee list was dispersed and any changes need to be submitted to Julie by the end of the meeting.
- The Dispute Resolution Process has been established. A reminder is that the Dispute Resolution Subcommittee is responsible for resolving grievances at an institutional level only. If a model policy is needed, Julie is able to provide one. Each institution must provide a copy of their student appeal process to PDE (Julie) by May 1, 2008
- Do not send Articulation Agreements in at this time, per Julie.

Discussions continued pertaining to deadline of April 30, 2008 for having a complete and accurate course catalog submitted to AcademyOne. Some institutions are not completely accurate until sometime in the summer. This posed a concern from Dr. Shaw that this website is pretty much pointless if it is not accurate. Dave Stanley confirmed that Excel or Access is the preferred format, along with specific components for the course submittals. Per the group, he will email these components.

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

### **Participants:**

Kate Shaw, PDE

Julie Rutledge, PDE  
Dave Stanley, AcademyOne  
Susan Tobia, CC of Philadelphia  
Kizzy Morris, Kutztown  
Bill Williams, Slippery Rock  
Bart Burne, Luzerne CCC  
Brett Haselrig, Saint Francis  
Mary Ann Gawelek, Seton Hill  
Midori Yamanouchi, Lackawanna  
Melanie Blumberg, California  
Jim Moran, PASSHE  
Kathleen Howley, PASSHE  
Frances Dice, CCAC  
Patricia Beeson, Pittsburgh  
William Miller, Butler CCC  
Nick Kolb, IUP  
Paula Unger, PDE  
Tracy Schoolcraft, Shippensburg

Sandy Edmunds, PDE

Karen Todd, AcademyOne  
Michele O'Connor, Temple  
Ginny Mihalik, Lehigh Carbon CC  
Brian Barden, Mansfield  
Janis Walker, Lincoln  
Connie Beckel, Seton Hill  
Catherine McElroy, Bucks CCC  
John Kratz, King's College  
Dan Cebrick, Kings's College  
Flynn, Montgomery CCC  
Thomas Burns, Millersville  
Jim Mackin, Bloomsburg  
Godlove Fonjweng, Cheyney  
Roger Johnson, Lock Haven  
Ron Young, HACC  
Mark Henry, Northampton CCC  
Anne Rohrbach, Penn State

**Recorder:** Jenn Morgan, PDE