

**PA Department of Education
Pilot Statewide Program-to-Program Articulation Agreement Process
March 2010**

Summary of Pilot Program Articulation Projects

Overview

Development of statewide program-to-program articulation agreements will begin in the spring semester of 2010 with the identification of three pilot projects in different field of study areas. The pilot groups will serve as an initial effort designed to test our ideas and approach for developing the agreements while at the same time allowing the Transfer and Articulation Oversight Committee (TAOC) to develop articulation agreements in high demand degree programs offered by a majority of the participating institutions.

The purpose of the pilot Program Articulation Committees (PACs) is as follows:

- To outline a program-to-program articulation agreement that allows a student to transfer an associate degree to a 4-year institution and have at least 60 credits applied toward the graduation requirements of the parallel bachelor degree program.
- To develop an implementation model that can be replicated or expanded for future articulation work related to the initiative.
- To identify potential barriers.
- To achieve early successes.

Pilot Field of Study Areas

The TAOC identified the following criteria to select the two pilot program-to-program articulation agreements:

- The Associate of Arts or Science (AA/AS) degree is already closely aligned to a parallel bachelor degree.
- The bachelor degree does not require more than 120 credits for completion.
- Program-to-program articulation agreements already exist among the participating institutions.
- The major is not subject to complicated accreditation requirements.

Additional consideration was given to enrollment in the degree programs and the number of the TAOC institutions offering either an AA or AS degree or baccalaureate degree in the designated field of study areas.

Based upon the criteria, the following two fields of study were selected for the pilot program-to-program articulation agreements:

- **Mathematics and Statistics**
- **Psychology**
- **PreK-4 Certification**

Pilot PAC Timeline

The pilot projects will run for six months, with the participating institutions implementing the program-to-program articulation agreements by Fall 2011.

Task	Deadline
Pilot field of study areas identified	January 2010
Pilot process and workflow developed with TAOC	March 2010
PDE emails TAOC w/ process and requests sectors collaborate to identify PAC representatives by April 9	March 17, 2010
TAOC sectors identify respective representatives for each PAC	April 9, 2010
PAC members meet for initial meeting where they receive official charge, list of milestones and deliverables and orientation	April 30, 2010
PACs provide draft agreements to PDE	August 30, 2010
PDE makes draft agreements electronically available for comment from the campus communities	September 1, 2010
Deadline for campus communities to provide PDE with feedback concerning draft agreements	September 22, 2010
Feedback summarized and provided to TAOC and the pilot PACs	October 1, 2010
Deadline for Pilot PACs to consider feedback and submit final agreement to TAOC	October 15, 2010
TAOC reviews and approves agreements	October 29, 2010
TAOC meets to review pilot articulation process and recommend model to be used by future PACs	No later than November 12, 2010
Institutions implement articulation agreements in Psychology and Mathematics	Fall 2011

Composition of Pilot PACs

Statewide program-to-program agreements will be developed collectively by faculty, administrators and personnel from both two- and four-year participating institutions.

Each higher education sector of TAOC will determine the appropriate representation for its sector to serve on each pilot group. The PA Commission for Community Colleges will serve as the coordinating and appointing entity for all PAC members of the community college sector. The Office of the Chancellor will serve as the coordinating and appointing entity for all of the PAC members of the state owned universities. PDE will serve as the coordinating and appointing entity for the PAC members from the Opt-in institutions. Only representatives from participating institutions with degree programs included in the pilot PAC may be considered for appointment by the sectors.

Appointments must be submitted electronically to PDE by April 9, 2010. PDE will then distribute membership roster for each Pilot PAC membership rosters to the members of TAOC.

Each Pilot PAC will include **13** members representing the three sectors (community colleges, state-owned universities, opt-in institutions) and TAOC:

- **5** representatives from the community colleges to include 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 the PASSHE universities to include 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.)
- **2** representatives from the independent or state-related institutions that have formally joined TAOC to include at least 1 teaching faculty member from the field of study and 1 additional representative who may be either an additional faculty member *or* a representative with an understanding of transfer and articulation (i.e., Transfer Counselor, Registrar, etc.)
- **1** TAOC member to be appointed by PDE, whose purpose will be to assist the PAC chairs with meeting facilitation and serve as a liaison between the PAC and the TAOC

Effective articulation agreements are a combination of academic requirements, institutional policy and advising. For this reason, it is important that each Pilot PAC has a collective knowledge from the following academic, administrative and operational knowledge and experience in the following areas:

- 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, such as undergraduate student advising, transfer student advising, major-specific advising
- Administration, such as institutional policies related to the PAC major, transfer of credits, admissions, financial aid
- Pennsylvania's current statewide transfer system, including the TAOC, the Transfer Credit Framework and course approval process, Curriculum Standards Subcommittees, PA TRAC website, etc.

Pilot 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.

Each Pilot PAC will elect two co-chairs from its membership (one chair representing the associate-degree granting institutions and another 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.

Pilot PAC Workflow

The Pilot PACs will meet as a group in Harrisburg, on a date to be determined by PDE, for an initial kick-off meeting and orientation. At that time Pilot PAC members will receive their official charge and a list of milestones and project deliverables as well as additional resources to assist with the development of the articulation agreements. For this reason, it is imperative that all members be present.

Prior to the initial meeting, PDE will provide members with resources, including, but not limited to, a membership roster, curricula for each program in the PAC and examples of existing articulation agreements, so that members may come to the meeting prepared to begin work immediately.

Pilot PACs will be required to meet as a group in Harrisburg at least twice – once for the initial kick-off meeting for the pilot projects and again at the conclusion of the projects. PDE will assist the Pilot PACs in scheduling these meetings. Additional face-to-face committee meetings may be required at the discretion of the PAC members and PDE. However, every effort will be made to use electronic resources to facilitate committee workflow, discussion and decision-making so as to keep travel time at a minimum.

The workflow process will be as follows:

1. PDE will request each sector of TAOC (PASSHE, CC, Opt-in) identify their respective representation for each Pilot PAC.
2. The coordinating entities, as previously identified, will submit a list of their appointment for each Pilot PAC to PDE by April 9, along with contact information and the experience or background that qualifies each person to serve on the committee.
3. The Pilot PACs will meet as a group for an initial kick-off meeting and orientation where they will receive their charge and a list of milestones and project deliverables. Prior to the meeting, resources will be gathered and curricula from all of the participating institutions with degree programs included in the PAC field of study area will be provided to the committee members.
4. Each Pilot PAC will create a draft agreement for its respective field of study area and submit to PDE.
5. PDE will make the draft agreements available electronically to the campus communities related to TAOC.
6. PDE will collect feedback and provide a summary of the comments to the respective Pilot PACs for consideration.
7. Once consensus by the Pilot PAC is reached, the agreement will be submitted to the full TAOC for review.
8. TAOC will either approve the agreement as is or return it (with comment) to the Pilot PAC for revision and resubmission. TAOC approval will be determined by committee consensus.
9. Once approved, TAOC will provide the agreement to PDE for distribution to all members and posted to the PDE transfer website (www.PAcollegetransfer.com).
10. The Pilot PACs will meet at the end of the projects to discuss the project approach, process and outcome and to recommend a model for future development of statewide articulation agreements to TAOC and PDE.

Since each Pilot PAC will be comprised of a limited number of representatives from each sector of TAOC, 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 to project success. 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.

Pilot PAC Charge, Milestones and Deliverables

Charge

Each Pilot PAC is charged with developing a statewide program-to-program articulation agreement that allows a student to transfer an associate degree in the PACs respective field of study to a participating four-year institution and have at least 60 credits applied toward the graduation requirements of the parallel bachelor degree program.

Deliverables

The pilot projects will result in two desired outcomes:

1. A written program-to-program articulation agreement that meets the above charge and is honored by all of the participating institutions on the TAOC.
2. A written final report outlining the approach used to develop the program-to-program agreement, the final outcome, barriers to success and recommendations for future development of statewide program-to-program articulation agreements.

Milestones

Each Pilot PAC will be required to achieve the following milestones:

1. Elect PAC co-chairs and provide the names to PDE.
2. Develop a project timeline that includes the project milestones and final deliverables and provide to PDE.
3. Develop a draft articulation agreement and submit to PDE.
4. Develop a final articulation agreement and submit to the full TAOC for review and approval.
5. Obtain final approval of the statewide articulation agreements from the full TAOC.
6. Submit a final project report to PDE that includes the project outcome, an evaluation of the process/approach used to achieve the pilot project goals and recommendations for future statewide program-to-program articulation work.
7. Submit interim reports to PDE by the first of each month, describing progress made, milestones achieved and next steps. All reports must be submitted electronically to:

Julie Rutledge
Pilot Project Coordinator
Office of Postsecondary and Higher Education
Email: jurutledge@state.pa.us

Pilot PAC Resources

PDE and TAOC will collect a variety of resources to assist the Pilot PACs with developing their respective program-to-program articulation agreements.

Resources will be provided to Pilot PAC members prior to their first meeting so they may adequately prepare meeting materials and come equipped to immediately begin work. An ftp site will serve as a repository for materials provided by PDE and TAOC, as well as place for PAC members to share materials and documents relevant to their work. PDE will also secure additional electronic tools that the committees can use to facilitate discussion and make decisions without the need for face-to-face interaction.

Additional resources include, but are not limited to, the following:

- List of degree programs by institution included in the pilot program-to-program articulation agreements
- Copies of each degree program curriculum offered by the Pilot PAC institutions
- Curriculum matrices showing the course requirements for all of the associate degree and bachelor degree programs offered by the Pilot PAC institutions
- Lists of course equivalencies in math and psychology currently established by the PAC institutions
- Sample articulation agreements between the participating institutions in the areas of math and psychology
- Examples of articulation agreements from other states
- Literature about creating statewide articulation agreements
- Contact lists for PAC members, TAOC, the Curriculum Standards Subcommittees, PDE, PASSHE, the PA Commission and the Department Chairs in the math and psychology departments at the participating institutions
- Policies statements from Middle States, PDE, PASSHE, etc.
- Accreditation standards and/or guidelines for math and psychology, if applicable