

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

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.PAcollege-transfer.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.