

2. Ongoing Course Review Functions
  - a. Both IAI course descriptions and individual courses that have previously been granted an IAI code will periodically be reviewed
  - b. Selection Process
    - Each year, panel managers will pick IAI course identifiers to review for each panel
    - Courses to be reviewed for IAI course identifiers will be selected at random
    - Each semester each panel will review no more than 50 courses
  - c. Panel Responsibilities
    - Review the IAI course identifier and make any necessary changes to reflect changes in the field
    - Review the panel's course decision making criteria
    - Review the panel's core competencies
    - Review the panel's other related standards
    - Review the outcomes recommended by the panel
    - A general review of institutional offerings to evaluate alignment of current course offerings within the course descriptions provided by the institution for approval
    - For each individual course under review, panel members should limit their review to:
      - Verify that the institution's course description aligns with the IAI course descriptor
      - Review the topical outline to ensure the course's core competencies are appropriate for the IAI course identifier
      - Review the course outcomes to ensure they are appropriate for the IAI course identifier
3. Management
  - a. The Major panels will be managed by the IBHE, ICCB, and iTransfer
4. Meetings
  - a. The Major panels usually meet once per semester, but may meet more often as required to fulfill their established duties.

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## Panel Membership

### Representation

1. A fully-complimented panel will consist of 26 members:
  - a. Nine (9) faculty members from community colleges
  - b. One (1) academic officer or approved designee from a community college
  - c. One (1) dean or approved designee from a public university
  - d. Eight (8) faculty from public universities
  - e. Four (4) faculty from independent institutions
  - f. Three (3) transfer coordinators, one from each sector – community college, public university, independent institution.
2. With approval of IBHE and ICCB staff, panels may choose to invite, as ex-officio members of the panel, consultants, representatives from professional associations,

secondary teachers, employers, and others.

3. Each panel will select from among its members a co-chair representing the baccalaureate sector and a co-chair representing the two year sector.
4. With approval of IBHE and ICCB staff, panels may modify the panel composition to address discipline-specific needs.

### **Participation**

1. Panel appointments will be made by the IBHE and ICCB staff, keeping in mind both institutional demographics (e.g. two-year/four-year institution; public or private institution, etc.), as well as individual expertise in the panel discipline.
2. If a panel member misses more than 2 consecutive meetings, he or she may be removed. Attendance consists of in-person or via virtual participation. Voting does not constitute attendance.
3. If a panel vacancy should occur before the member's term has expired, via removal, resignation, or otherwise, IBHE and ICCB staff will appoint a new member.

### **Terms**

1. Individual membership on a panel will be for a term of three (3) years.
2. Panel co-chairs will serve a term of three (3) years.
  - a. Should a co-chair step down, he/she will continue to serve as a panel member until the individual term expires.
3. Panel members and co-chairs may serve multiple terms at the discretion of the IBHE and ICCB.

### **Panel Voting**

1. Panel members are required to vote.
2. Panel members vote in two ways, through the iManage system prior to the panel meeting and through a voice vote during a panel meeting.
3. Failure to participate in panel activities (including, but not limited to voting) may result in removal from the panel.
4. Panel managers reserve the right to cancel or reschedule panel meetings based upon limited panel member participation.

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## **Participation in IAI**

### **Requirements to Participate**

1. Participating institutions must hold regional accreditation from an accrediting authority recognized by the U.S. Department of Education or the Council on Higher Education Accreditation.
2. Participating institutions must have authority to offer either transfer-oriented associate degree(s) or baccalaureate degree(s) in Illinois.
3. Participating institutions must agree with the [“IBHE Policies on Undergraduate Education, adopted September 1990, Transfer and Articulation, amended September 1994 and May 1997”](#) and Item #7 of the IAI Revisions adopted by the