

## Working with Courses Needing Additional Information in Course Review

When submitting course to IAI and the panels, some courses will likely need additional action when the panel is unable to approve them. This walk-through will help you answer panel concerns and work within the "Courses Requiring Additional Information After Panel Review" section. We will also go over some shortcuts and best practices suggestions to make it go smoothly and make things easier. The audience for this walk-through is institutional course submitters.

First, let's log into the iManage system.



### Helping Students Successfully Transfer in the State of Illinois

The iTransfer website and the Illinois Articulation Initiative (IAI) transferable General Education Package (GECC) assists students with planning ahead for a successful transfer of higher education coursework within Illinois. We're here to help you with your transfer.

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[IAI Course Submitters](#)

[TCs and Advisors](#)

[IAI Policies and Documents](#)

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Contact Information  
Accessibility Information

Illinois Board of Higher Education/ Illinois Community  
Illinois State Board of Education  
Website Disclaimer Statement

[iManage / A](#)  
[Report a Transfer-related Problem](#)

A screenshot of the iTransfer website. The top navigation bar includes links for "Students", "Faculty", "Transfer Coordinators", "Resources", "IAI", "MyCreditsTransfer", "iManage", and "Home". A search bar is present on the right. Below the navigation bar is a "Log In" section with the following text: "To Access the iManage System. Use your email address and password associated with iManage. No more dropdowns required." There are two input fields: "eMail Address:" with the value "kmjack2@ilstu.edu" and "Password:" with a masked password ".....". A "Login" button is highlighted with a green arrow. Below the button are links for "Forgot your password?", "Not registered with the IAI Panel Web Review system? Register for a new account?", and "Report a Transfer-related Problem". A sidebar on the left contains a vertical "iTransfer" logo and a list of links: "Illinois Articulation Initiative", "MyCreditsTransfer", "Transfer Resources", "Articulation Advocate", "Are you at Right Place?", "Feedback", and "Contact Us".

Once you have logged in the iManage system, you will see this screen.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

**Welcome to iManage!**

Welcome Krista Jackson,  
You last logged in on Tuesday, February 6, 2018 at 12:33 PM

iManage User options
Course Review
End/Change A Course
Database Reports/Statistics
Panel Vacancies
Request Panel Membership
iManage Account Settings
View My iTransfer Assignments (Panel membership)
IAI Contact Information
Sequenced Courses Submission Status

**Upcoming iTransfer Meetings**

You currently have no upcoming meetings.

Click the "Course Review" link at the top of the list of options.

A-Z Index Contact Us Feedback

Enter Your Search Here

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home

**Welcome to iManage!**

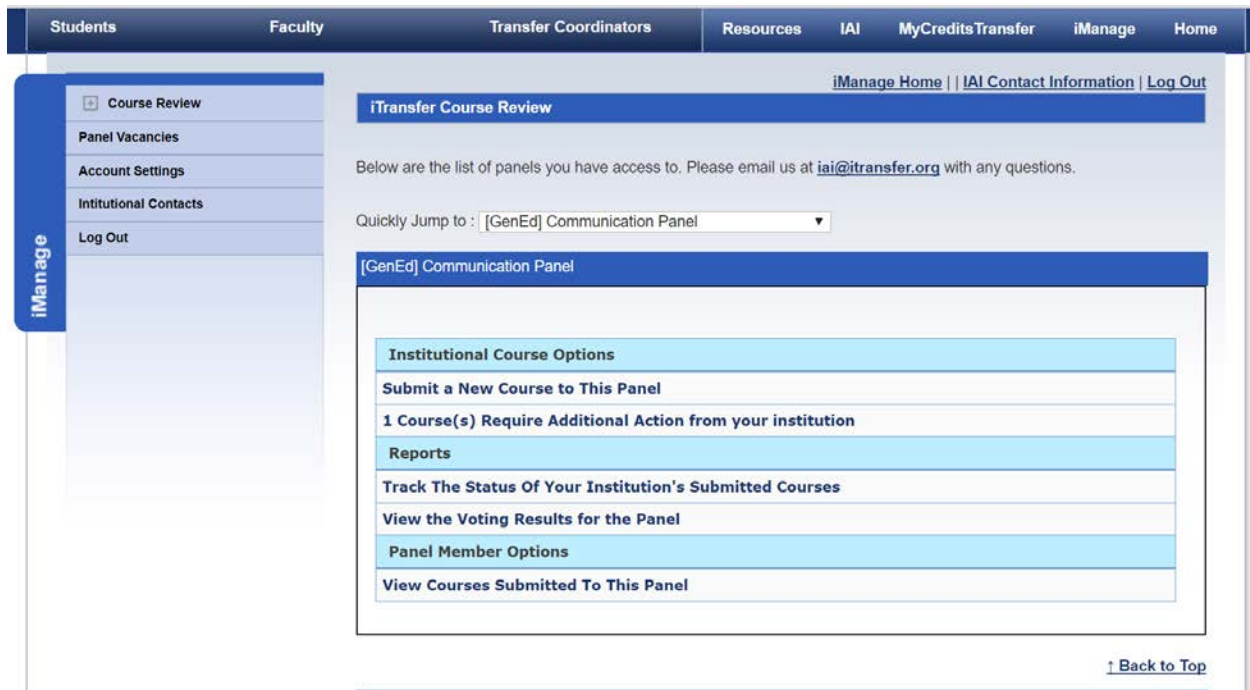
Welcome Krista Jackson,  
You last logged in on Wednesday, July 15, 2015 at 10:37 AM

iManage User options
Course Review
End/Change A Course
Database Reports/Statistics
Panel Vacancies
Request Panel Membership
iManage Account Settings
View My iTransfer Assignments (Panel membership)
IAI Contact Information

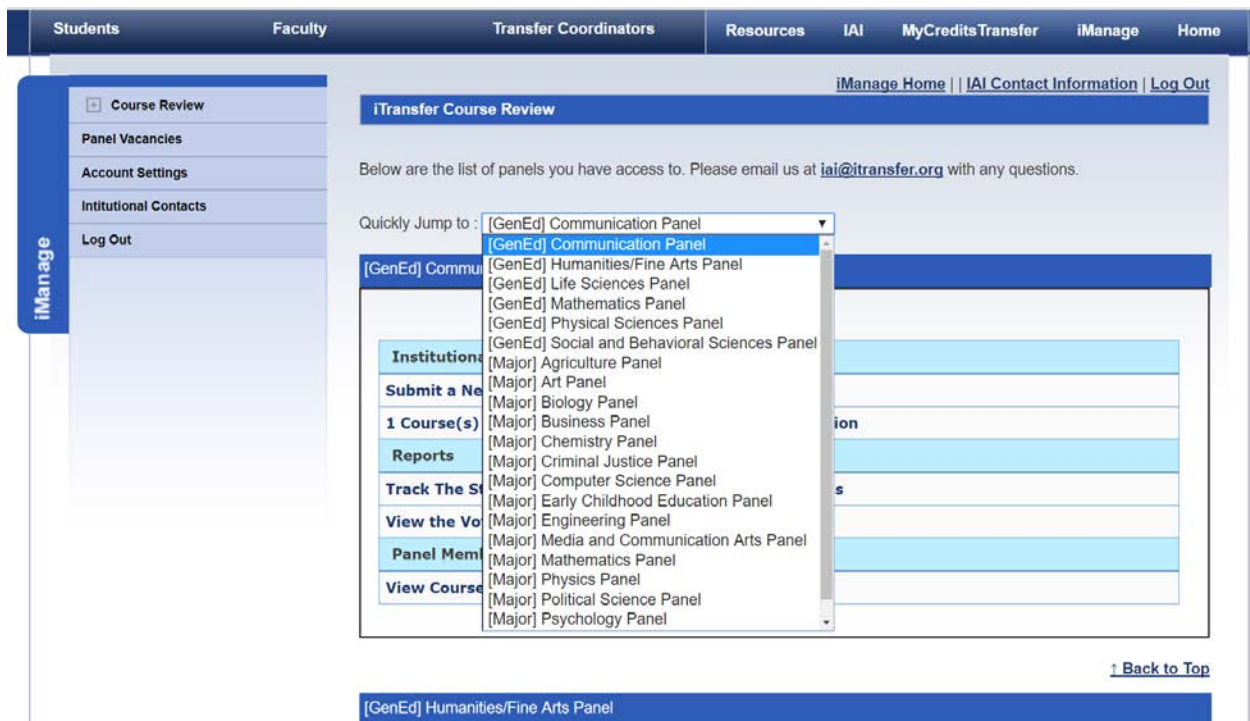
**Upcoming iTransfer Meetings**

You currently have no upcoming meetings.

You be in the "Course Review" system. This is the system where most of the administrative pieces of IAI reside. You can submit a new course to a panel, track the status of your courses, submit ongoing review courses, and work with courses that not approved when the panel looked at it.



As a reminder, you can use the quick nav at the top to navigate from panel to panel. You can use your mouse wheel and the side bar on the page.



While the information we are sharing is available by reviewing individual panels, it is actually very easy to view all the items that require action in one place. The remainder of this walk-through will be using a short cut explored in the next steps.

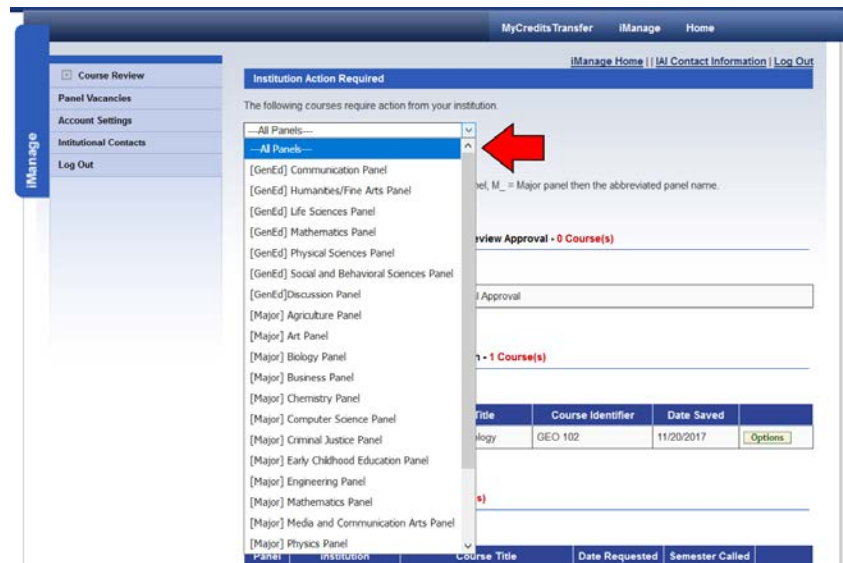
To view items that actionable for your institution, you will want to use the "# Course(s) Require Additional Action from your institution" for any panel.

The screenshot shows the iManage web interface. At the top, there are navigation links: MyCredits Transfer, iManage, and Home. Below this is a sub-header: iManage Home | IA Contact Information | Log Out. The main content area is titled 'iTransfer Course Review'. It contains a message: 'Below are the list of panels you have access to. Please email us at [ia@transfer.org](mailto:ia@transfer.org) with any questions.' There is a 'Quickly Jump to:' dropdown menu currently set to '[GenEd] Communication Panel'. Below this, there are two panels. The first panel is '[GenEd] Communication Panel' and contains several links: 'Institutional Course Options', 'Submit a New Course to This Panel', '0 Course(s) Require Additional Action from your institution' (highlighted with a blue arrow), 'Reports', 'Track The Status Of Your Institution's Submitted Courses', 'View the Voting Results for the Panel', 'Panel Member Options', and 'View Courses Submitted To This Panel'. The second panel is '[GenEd] Humanities/Fine Arts Panel' and contains similar links. At the bottom right of the first panel, there is a 'Back to Top' link.

You can click this link in any even if it says "0", "1", etc. When you click it, you will see a page that looks like this.

The screenshot shows the iManage web interface. At the top, there are navigation links: MyCredits Transfer, iManage, and Home. Below this is a sub-header: iManage Home | IA Contact Information | Log Out. The main content area is titled 'Institution Action Required'. It contains a message: 'The following courses require action from your institution.' There is a dropdown menu currently set to '[GenEd] Communication Panel'. Below this, there is a link: 'Return to Web Review Home'. A note explains: 'Deciphering the "Panel" column == G\_ = GenEd panel, M\_ = Major panel then the abbreviated panel name.' The page lists several categories of courses requiring action, all showing '0 Course(s)':  
1. 'Courses Returned To Institution Before Web Review Approval - 0 Course(s)' with a 'Show Courses' link and a text box containing 'No Courses Require Additional Information for Initial Approval'.  
2. 'Courses Saved and Waiting for Final Submission - 0 Course(s)' with a 'Show Courses' link and a text box containing 'No Courses Have Been Saved'.  
3. 'Courses Called for Ongoing Review - 0 Course(s)' with a 'Show Courses' link and a text box containing 'No Courses Require Information for Ongoing Review'.  
4. 'Courses Requiring Additional Information After Panel Review - 0 Course(s)' with a 'Show Courses' link and a text box containing 'No Courses Require Additional Information'.  
At the bottom, there is a 'Return to Web Review Home' link.

Notice that on this page in our example there are no courses displayed for this panel. Now we are going to navigate to see all the courses needing action for this institution. Using the quick nav at the top, drop the list and find "All Panels" option at the time of the list.



When you choose "All Panels," the page will reload with all the courses across all panels that need action from your institution.

Account Settings  
Institutional Contacts  
Log Out

Return to Web Review Home

Deciphering the "Panel" column == G\_ = GenEd panel, M\_ = Major panel then the abbreviated panel name.

**Courses Returned To Institution Before Web Review Approval - 0 Course(s)**  
[Show Courses](#)  
 No Courses Require Additional Information for Initial Approval

**Courses Saved and Waiting for Final Submission - 1 Course(s)**  
[Show Courses](#)

Panel	Last Edited By	Course Title	Course Identifier	Date Saved	
G_PS	Jess Ray	Principles of Geology	GEO 102	11/20/2017	<a href="#">Options</a>

**Courses Called for Ongoing Review - 5 Course(s)**  
[Show Courses](#)

Panel	Institution	Course Title	Date Requested	Semester Called	
M_CS	Illinois State University	MAT 180: Elementary Discrete Math	7/9/2015	Fall 2015	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 140: General Chemistry I	5/19/2017	Fall 2017	<a href="#">Options</a>
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	<a href="#">Options</a>
G_MTH	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	<a href="#">Options</a>

**Courses Requiring Additional Information After Panel Review - 5 Course(s)**  
[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015	4/24/2015	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	<a href="#">Options</a>

Return to Web Review Home

If your screen does not show the courses initially, click the "Show Courses" link for the sections.

The screenshot shows the iManage interface with a sidebar on the left containing links like 'Course Review', 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'. The main content area is titled 'Institution Action Required' and lists several categories of courses needing attention. A blue arrow points to the 'Show Courses' link under the 'Courses Requiring Additional Information After Panel Review - 14 Course(s)' category.

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 If you have questions about transferring in Illinois, we may be able to help. Reach us at  
 itransfer@itransfer.org. Phone: (309) 438-8640

Illinois Board of Higher Education,  
 Illinois Community College Board and  
 Illinois State Board of Education  
 Thursday, July 26, 2018  
 Site disclaimer statement

For this section, we are going to focus on the part of this page "Courses Requiring Additional Information After Panel Review" at the bottom of the page.

The screenshot shows a table of courses requiring additional information. A blue arrow points to the 'Show Courses' link above the table.

Panel	Decision	Institution	Title	Review Started	Date Voted	Options
M_CHM	Needs More Info	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	<a href="#">Options</a>
G_MTH	Needs More Info	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	<a href="#">Options</a>
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015	4/24/2015	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	<a href="#">Options</a>

[Return to Web Review Home](#)

This section will be your list of courses that the institution submitted to panels but did not receive approval when the panel reviewed them. As review seasons pass, this will change.

Let's look at how to use this part of the pending action page. We will show some ways to do the same things in a moment. In order to take action on a course listed, hover over the "Options" box on the right, next to the course information. You will see a box pop up that says "Provide Information" or 'Accept Decision.'

**Courses Requiring Additional Information After Panel Review - 14 Course(s)**



[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/20		
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	
G_LS	Needs More Info	Illinois State University	BSC 170: Genetics and Society	3/1/2018	4/13/2018	
M_BIO	Conditional Approval	Illinois State University	BSC 196: Biological Diversity	2/15/2018	3/2/2018	
M_BIO	Conditional Approval	Illinois State University	BSC 197: Molecular/Cellular Basis of Life	2/15/2018	3/2/2018	
G_HFA	Conditional Approval	Illinois State University	MUS 152: Experiencing Music	2/15/2018	3/16/2018	
G_MTH	Needs More Info	Illinois State University	SOC 275: SOCIAL STATISTICS	2/15/2018	3/9/2018	
G_SBS	Conditional Approval	Illinois State University	ANT 102: HUMAN ORIGINS: AN INTRODUCTION TO BIOLOGICAL ANTHR	3/1/2018	4/5/2018	
G_SBS	Needs More Info	Illinois State University	ANT 274: PRINCIPLES OF ARCHAEOLOGY	3/1/2018	4/5/2018	
G_SBS	Returned	Illinois State University	SOC 262: MARRIAGE AND FAMILY	3/1/2018	4/5/2018	
G_SBS	Returned	Illinois State University	SOC 264: GENDER INEQUALITY	3/1/2018	4/5/2018	

[Return to Web Review Home](#)

**Courses Requiring Additional Information After Panel Review - 14 Course(s)**

[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/20		 Provide Info
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/20		 Accept Decision
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	
G_LS	Needs More Info	Illinois State University	BSC 170: Genetics and Society	3/1/2018	4/13/2018	
M_BIO	Conditional Approval	Illinois State University	BSC 196: Biological Diversity	2/15/2018	3/2/2018	
M_BIO	Conditional Approval	Illinois State University	BSC 197: Molecular/Cellular Basis of Life	2/15/2018	3/2/2018	
G_HFA	Conditional Approval	Illinois State University	MUS 152: Experiencing Music	2/15/2018	3/16/2018	
G_MTH	Needs More Info	Illinois State University	SOC 275: SOCIAL STATISTICS	2/15/2018	3/9/2018	
G_SBS	Conditional Approval	Illinois State University	ANT 102: HUMAN ORIGINS: AN INTRODUCTION TO BIOLOGICAL ANTHR	3/1/2018	4/5/2018	
G_SBS	Needs More Info	Illinois State University	ANT 274: PRINCIPLES OF ARCHAEOLOGY	3/1/2018	4/5/2018	
G_SBS	Returned	Illinois State University	SOC 262: MARRIAGE AND FAMILY	3/1/2018	4/5/2018	
G_SBS	Returned	Illinois State University	SOC 264: GENDER INEQUALITY	3/1/2018	4/5/2018	

[Return to Web Review Home](#)

Once you have your new file(s) to attach to answer a panel's concern in a decision, you would use the "Provide Info" link to attach the document and resubmit the course back to the panel. You can also use this option to see the decision that the panel made on the course. However, there is another more user-friendly place to do that. We will also look at that in a moment.

When you click the link, the course page opens in a new window. It is a big page so the next two pictures will be of the full page together.

The screenshot displays the iManage system interface for course review. On the left is a navigation menu with options like 'Course Review', 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'. The main content area is titled 'Provide More Information for' and shows details for 'PHY 105: Fundamentals of Physics'. It includes sections for 'Course Summary', 'IAI Code', 'Prerequisites', 'Documents Submitted', 'Representative Syllabus', and 'Ongoing Review Course details'. A table shows 'Begin Date' as 05/01/1998 and 'Review Start Date' as 12/18/2014. A red banner indicates the course was marked incomplete on 4/24/2015. Below this, a 'Syllabus Analysis Summary' section notes that no syllabi analysis is available. An 'Information Requested' section lists six items the panel needs, such as course objectives and lab descriptions. A 'Your Response' section features a yellow note: 'NOTE: PDF's are the allowed format when submitting a document.' Below the note is a table for 'Additional Files' with five rows, each containing a 'Browse...' button, the text 'No file selected.', and a dropdown menu set to 'Representative Syllabus'. At the bottom, there is a rich text editor with formatting options (bold, italic, text color, background color, link, unlink, help) and a 'Submit Information' button.



You will be able to see the decision on the page.

### Syllabus Analysis Summary

(no syllabi analysis available)

#### Information Requested

The panel needs more information on this course:

- 1) Course objectives
- 2) Weekly schedule - topics need to be mentioned, not chapter numbers
- 3) Lab descriptions, time spent, delivery method, manual or 3 sample labs are needed.
- 4) Only 8 labs are given, which is not enough for a lab course.
- 5) IAI code is missing from syllabus
- 6) No of credit hours is missing from syllabus

Please provide information in the iManage system. Contact Krista Jackson at [iaj@itransfer.org](mailto:iaj@itransfer.org) or 309-438-8640.



#### Your Response

**NOTE: PDF's are the allowed format when submitting a document.**

Additional Files:		
Count	Selected File	Type of File
1:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾

Additional Info:	
<p><b>B</b> <b>I</b> </p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p> ▾</p>	

You can also attach your files here. As a reminder, files must be in pdf format for our system to accept it. This allows you to obtain information in a variety of formats and create a pdf to ensure they see all the material you wish them to see. It avoids any loss of tables or data that we may have experienced in the past. You can attach up to five documents. If you need to attach more, contact the IAI Coordinator at [iTransfer@ittransfer.org](mailto:iTransfer@ittransfer.org).

#### Syllabus Analysis Summary

(no syllabus analysis available)

#### Information Requested

The panel needs more information on this course:

- 1) Course objectives
- 2) Weekly schedule - topics need to be mentioned, not chapter numbers
- 3) Lab descriptions, time spent, delivery method, manual or 3 sample labs are needed.
- 4) Only 8 labs are given, which is not enough for a lab course.
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#### Your Response

**NOTE: PDF's are the allowed format when submitting a document.**

**Additional Files:**

Count	Selected File	Type of File
1:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾

**Additional Info:**

**B I**

You can also leave a note that the panel can see when looking at the new information you supply. This is not required but may be helpful.

### Syllabus Analysis Summary

(no syllabi analysis available)

#### Information Requested

The panel needs more information on this course:

- 1) Course objectives
- 2) Weekly schedule - topics need to be mentioned, not chapter numbers
- 3) Lab descriptions, time spent, delivery method, manual or 3 sample labs are needed.
- 4) Only 8 labs are given, which is not enough for a lab course.
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Please provide information in the iManage system. Contact Krista Jackson at [iaj@ittransfer.org](mailto:iaj@ittransfer.org) or 309-438-8640.

#### Your Response

**NOTE: PDF's are the allowed format when submitting a document.**

Count	Selected File	Type of File
1:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾

**Additional Info:**

**B I**

Once you are done, click "Submit Information."

The panel needs more information on this course:

- 1) Course objectives
- 2) Weekly schedule - topics need to be mentioned, not chapter numbers
- 3) Lab descriptions, time spent, delivery method, manual or 3 sample labs are needed.
- 4) Only 8 labs are given, which is not enough for a lab course.
- 5) IAI code is missing from syllabus
- 6) No of credit hours is missing from syllabus

Please provide information in the iManage system. Contact Krista Jackson at [iaj@itransfer.org](mailto:iaj@itransfer.org) or 309-438-8640.


**Your Response**

**NOTE: PDF's are the allowed format when submitting a document.**

Additional Files:	Count	Selected File	Type of File
	1:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
	2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
	3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
	4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾
	5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus ▾

**Additional Info:**

**B I** [Text formatting icons] [Help icon]



If your submission was successful, you will get a confirmation screen. You should also receive a copy of an email that says the course was successfully sent to the panel. It will tell you when the course will begin to be reviewed by the panel. As a note, these resubmissions are not reviewed by an IAI administrator before going into the panel review system. They are loaded directly into the panel system. If you need to make changes to the documentation you supplied, contact the IAI Coordinator at [itransfer@itransfer.org](mailto:itransfer@itransfer.org).

MyCreditsTransfer iManage Home

Provide More Information for

**✓** The course was submitted successfully for panel review! The voting on the course will start on 9/15/2018 8:00:00 AM. If you have any questions, please contact [itransfer@itransfer.org](mailto:itransfer@itransfer.org) or 309-438-8640

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If you have questions about transferring in Illinois, we may be able to help. Reach us at [itransfer@itransfer.org](mailto:itransfer@itransfer.org). Phone: (309) 438-8640

Illinois Board of Higher Education,  
Illinois Community College Board and  
Illinois State Board of Education  
Thursday, August 16, 2018  
Site disclaimer statement

If for any reason, you do not want to proceed with your submission, click "Cancel Submission" and you will get a pop-up box that tells you that you canceled the submission for the course.

Your Response

**NOTE: PDF's are the allowed format when submitting a document.**

**Additional Files:**

Count	Selected File	Type of File
1:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus
2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus
3:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus
4:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus
5:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus

**Additional Info:**

**B I**

Click "Close" to return to the institutional action page.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Provide More Information for


The panel needs you to provide more information for the following course:

Course Summary

**Course Summary**

Illinois State University  
PHY 105: Fundamentals of Physics  
4 semester credit  
Added: 3/2/2015

TAT Code

 The course submission was cancelled. No information was submitted to the panel.

Following are details of the course from Gen Ed courses table:

Begin Date	05/01/1998
End Date	

Let us take a moment to review and discuss the “Accept Decision” option in this section:

**Courses Requiring Additional Information After Panel Review - 14 Course(s)**

[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2016		Provide Info <input type="button" value="Options"/>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016		Accept Decision <input type="button" value="Options"/>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<input type="button" value="Options"/>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<input type="button" value="Options"/>

A submitter and institution might decide that they do not want to continue with the review process. This means that the panel concern will not be answered and the institution will no longer seek IAI approval on the course/submission. If the institution decides they later want to have the course be IAI approved once the decision is accepted, a new submission would be required to move forward.

In addition, this is the option to choose if a course appears in the “Courses Requiring Addition Information After Panel Review” section but the course was approved already but is somehow still showing as needing further action.

Let us review your choices here:

**Syllabus Analysis Summary**

(no syllabil analysis available)

**Information Requested**

This course does not match the descriptor. The panel is discussing an applied science descriptor. Please hold on for more information from the panel.

For questions regarding this decision, contact Krista Jackson at [iai@itransfer.org](mailto:iai@itransfer.org) or 309-438-8640.

**Your Response**

<b>Reason:</b>	<input type="text" value="The course has already been resubmitted"/>
<b>Additional Info:</b>	<input type="text" value="The course has already been resubmitted"/> <input type="text" value="Institution does not want to pursue the IAI validation"/> <input type="text" value="Other"/>

[Return to Courses Needing Action](#)

If you choose “The course has already been resubmitted” this will archive the course and pull from your list. If you choose “Institution does not want to pursue the IAI validation,” this will result in one of two actions. It

will prompt the submitter to end the course if it is an IAI approved course currently. If it was originally a new course submission and is not IAI approved, it will archive it and remove it from the pending action list. Choosing "Other" simply archives the course. A submitter may choose to add a note as to the reason for the action chosen. These notes may prove helpful if there are questions about an action taken later on.

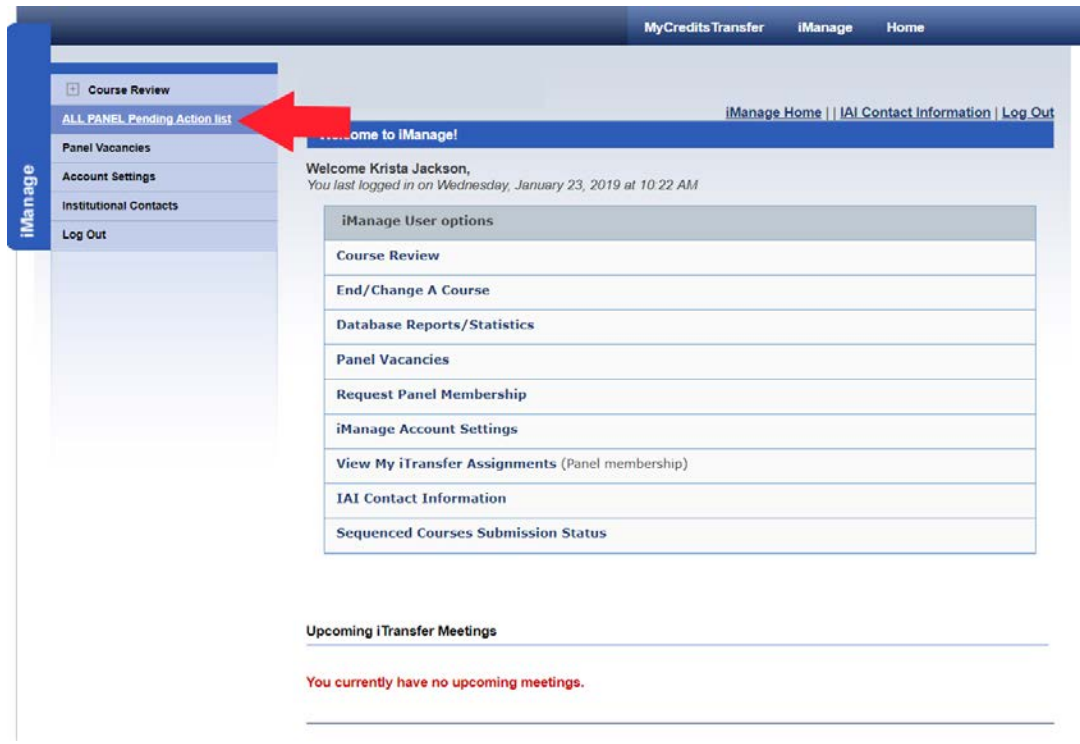
This process can help clean up the panel action list and keep things organized. However, if the submitter or other administrator is uncomfortable with taking these actions themselves or has question about a course on the list, please feel free to reach out to the IAI coordinator for help and support.

The institutional action page will be for the panel of the course you were working on and will not be displaying the "All Panels" function. Remember to go back up to the quick nav drop box to return to the "All Panels" list.

The screenshot displays the iManage system interface. At the top, there are navigation links: MyCredits Transfer, iManage, and Home. Below this, there are links for iManage Home, IAI Contact Information, and Log Out. The main content area is titled "Institution Action Required" and contains the text: "The following courses require action from your institution." A dropdown menu is open, showing a list of panels including [GenEd] Communication Panel, [GenEd] Humanities/Fine Arts Panel, [GenEd] Life Sciences Panel, [GenEd] Mathematics Panel, [GenEd] Physical Sciences Panel, [GenEd] Social and Behavioral Sciences Panel, [GenEd] Discussion Panel, [Major] Agriculture Panel, [Major] Art Panel, [Major] Biology Panel, [Major] Business Panel, [Major] Chemistry Panel, [Major] Computer Science Panel, [Major] Criminal Justice Panel, [Major] Early Childhood Education Panel, [Major] Engineering Panel, [Major] Mathematics Panel, [Major] Media and Communication Arts Panel, and [Major] Physics Panel. A red arrow points to the dropdown menu. Below the dropdown, there is a table with columns: Title, Course Identifier, Date Saved, and Options. The table contains one row with the following data: Title: Biology, Course Identifier: GEO 102, Date Saved: 11/20/2017, Options: [Options].

You can continue to work through the courses listed for the "Courses Requiring Additional Information After Panel Review" section.

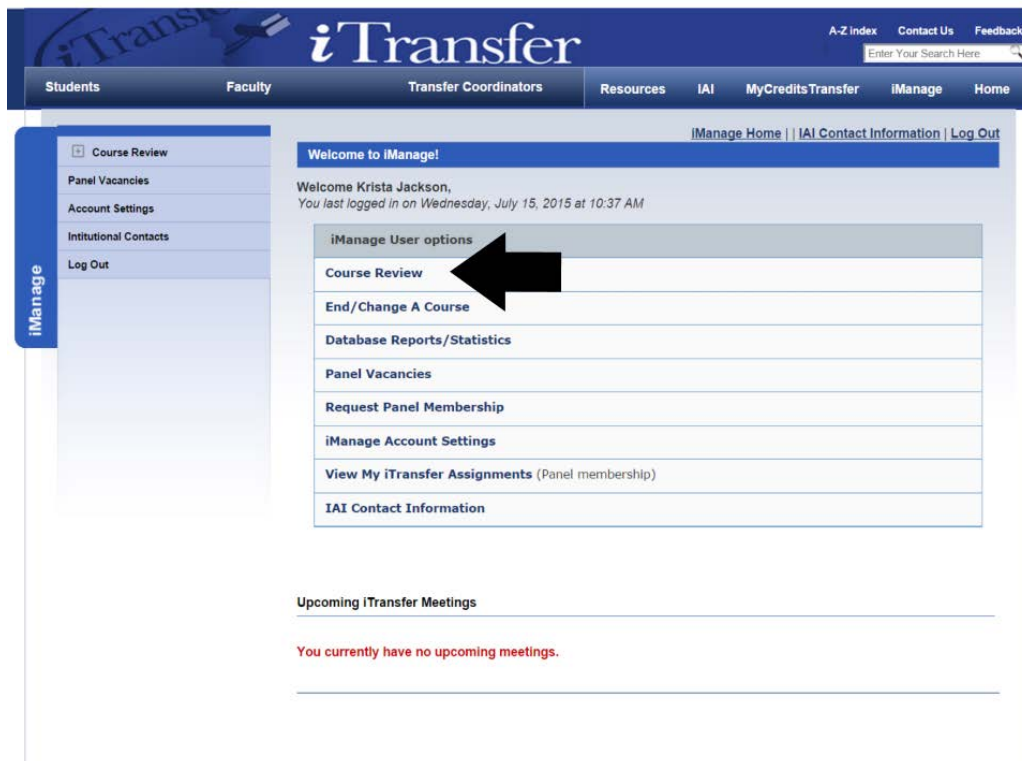
You can also use our handy "[ALL PANELS Pending Action List](#)" that now appears on the left had sidebar in the iManage system. This handy tool avoids having to navigate about on the page to get to the institutional pending items.



The screenshot shows the iManage system interface. At the top, there are navigation links: MyCreditsTransfer, iManage, and Home. Below this is a blue header bar with the text "Welcome to iManage!". The main content area displays a welcome message for Krista Jackson, logged in on Wednesday, January 23, 2019 at 10:22 AM. A table titled "iManage User options" lists various actions: Course Review, End/Change A Course, Database Reports/Statistics, Panel Vacancies, Request Panel Membership, iManage Account Settings, View My iTransfer Assignments (Panel membership), IAI Contact Information, and Sequenced Courses Submission Status. Below this table, there is a section for "Upcoming iTransfer Meetings" which states "You currently have no upcoming meetings." On the left sidebar, the "ALL PANEL Pending Action list" link is highlighted with a red arrow.

There is another way to do this work that we will explore. You should decide which method works best for you and how you want streamline your workflow. This section will explore this alternate method.

To start, we need to go to the main "Course Review" landing page.



The screenshot shows the iManage system interface. At the top, there is a navigation bar with the iTransfer logo and links for A-Z Index, Contact Us, and Feedback. Below this is a blue header bar with the text "Welcome to iManage!". The main content area displays a welcome message for Krista Jackson, logged in on Wednesday, July 15, 2015 at 10:37 AM. A table titled "iManage User options" lists various actions: Course Review, End/Change A Course, Database Reports/Statistics, Panel Vacancies, Request Panel Membership, iManage Account Settings, View My iTransfer Assignments (Panel membership), and IAI Contact Information. Below this table, there is a section for "Upcoming iTransfer Meetings" which states "You currently have no upcoming meetings." On the left sidebar, the "Course Review" link is highlighted with a black arrow.



Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home

iManage Home | IAI Contact Information | Log Out

### iTransfer Course Review

Below are the list of panels you have access to. Please email us at [iaj@ittransfer.org](mailto:iaj@ittransfer.org) with any questions.

Quickly Jump to : [GenEd] Communication Panel

#### [GenEd] Communication Panel

<b>Institutional Course Options</b>
<b>Submit a New Course to This Panel</b>
<b>1 Course(s) Require Additional Action from your institution</b>
<b>Reports</b>
<b>Track The Status Of Your Institution's Submitted Courses</b>
<b>View the Voting Results for the Panel</b>
<b>Panel Member Options</b>
<b>View Courses Submitted To This Panel</b>

[↑ Back to Top](#)

From here, we want to find the "Track The Status Of Your Institution's Submitted Courses" link. You can pick any panel you want because we will be working with a short cut. You can work panel by panel here, but we will be exploring the "All Panels" function.

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home

iManage Home | IAI Contact Information | Log Out

### iTransfer Course Review


Below are the list of panels you have access to. Please email us at [iaj@ittransfer.org](mailto:iaj@ittransfer.org) with any questions.

Quickly Jump to : [GenEd] Communication Panel

#### [GenEd] Communication Panel

<b>Institutional Course Options</b>
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<b>1 Course(s) Require Additional Action from your institution</b>
<b>Reports</b>
<b>Track The Status Of Your Institution's Submitted Courses</b>
<b>View the Voting Results for the Panel</b>
<b>Panel Member Options</b>
<b>View Courses Submitted To This Panel</b>

[↑ Back to Top](#)



Once you have clicked the "Track The Status Of Your Institution's Submitted Courses" link, you will see a screen the courses that the panel has looked at for that panel for your institution for the last year. These are the automatic prefills for this section.

MyCreditsTransfer   iManage   Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

**Track Course Status for [GenEd] Communication Panel**

Panel:

Select time range for the report:

*If you select the option to see the courses in last 5 years or more, the page will take a while to load due to the large volume of data.*

---

**Courses in Panel Review System**

This table contains the courses which have been reviewed by IAI administrator and institutional IAI submitter and have been reviewed or awaiting review by the panel

[Export Result as XLS](#)

In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
<p>The panel needs more information on this course. Speech-making associated work needs to be 50% of the grade. Currently, speech-making work accounts for 300 points to 350 of non-speech activity. Depending on how the 50-100 points on activities are chosen the 50% could be met or not. Need 50% of the grade based on speech-making activity and that needs to be cleared articulated. The group speech requirements need to say how many minutes each student is expected to speak consecutively. Need to articulate that students will verbally cite from the multiple sources mentioned in at least one of the substantive speeches (at least 5 minutes). Please review the panel criteria to be sure all required detail and information are included in the resubmission.</p> <p><a href="http://ittransfer.org/submitters/panelrelateddocuments/gecccommunication.php">http://ittransfer.org/submitters/panelrelateddocuments/gecccommunication.php</a></p> <p>Please highlight changes to the syllabus and submit this information within iManage. For questions about this decision, contact Krista Jackson at <a href="mailto:iai@ittransfer.org">iai@ittransfer.org</a>.</p>					
P	C2900	COM 110: Communication and Critical Inquiry	04/24/2018	12/15/2018	

**LEGEND:**

Pending Vote	P
<b>Approved by the Panel</b>	<b>A</b>
<b>Conditional Approval by Panel</b>	<b>C</b>
<b>Incomplete course returned by Panel</b>	<b>I</b>
<b>Not Approved by the Panel</b>	<b>R</b>

Let's have a look at our short cut to "All panels." At the top of the page, using the quick nav box with the drop arrow, change the panel to "---All Panels---." It will be at the top of the list panels, above [GenEd] Communication Panel.

The screenshot shows the iManage interface for tracking course status. The main heading is "Track Course Status for [GenEd] Communication Panel". A dropdown menu is open, showing a list of panels with "--All Panels--" selected at the top. The page content includes a table with columns for "New", "Decision", and "Action", and a "LEGEND" section at the bottom.

**Panel:** [GenEd] Communication Panel

**Select:** --All Panels--

**if you volum:** [GenEd] Communication Panel  
[GenEd] Humanities/Fine Arts Panel  
[GenEd] Life Sciences Panel  
[GenEd] Mathematics Panel  
[GenEd] Physical Sciences Panel  
[GenEd] Social and Behavioral Sciences Panel  
[GenEd] Discussion Panel

**Cours:** [Major] Agriculture Panel  
[Major] Art Panel  
[Major] Biology Panel  
[Major] Business Panel  
[Major] Chemistry Panel  
[Major] Computer Science Panel  
[Major] Criminal Justice Panel  
[Major] Early Childhood Education Panel  
[Major] Engineering Panel  
[Major] Mathematics Panel  
[Major] Media and Communication Arts Panel  
[Major] Physics Panel

**Export:** <http://ittransfer.org/submitters/panelrelateddocuments/gecccommunication.php>

**Please highlight changes to the syllabus and submit this information within iManage. For questions about this decision, contact Krista Jackson at [iai@ittransfer.org](mailto:iai@ittransfer.org).**

	New	Decision	Action
	06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM

**LEGEND:**

Pending Vote	P
Approved by the Panel	A
Conditional Approval by Panel	C
Incomplete course returned by Panel	I
Not Approved by the Panel	R

Once you have selected this, the screen will shift and show all the courses that have been submitted across all the IAI panels for the last year.

You can now change the time from the default of "1 Year" to whatever time frame you'd like to see. Our system lets you go back as far as 5 years.

Track Course Status for All Panels

Panel: --All Panels--

Select time range for the report: Last 1 Year

*If you select the option to see 2 years or more, the page will take a while to load due to the large volume of data.*

Courses in Panel Review System

This table contains the courses reviewed by IAI administrator and institutional IAI submitter and have been reviewed or awaiting review.

[Export Result as XLS](#)

In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM

The panel needs more information on this course. Speech-making associated work needs to be 50% of the grade. Currently, speech-making work accounts for 300 points to 350 of non-speech activity. Depending on how the 50-100 points on activities are chosen the 50% could be met or not. Need 50% of the grade based on speech-making activity and that needs to be cleared articulated. The group speech requirements need to say how many minutes each student is expected to speak consecutively. Need to articulate that students will verbally cite from the multiple sources mentioned in at least one of the substantive speeches (at least 5 minutes). Please review the panel criteria to be sure all required detail and information are included in the resubmission.

<http://itransfer.org/submitters/panelrelateddocuments/gecccommunication.php>

Please highlight changes to the syllabus and submit this information within iManage. For questions about this decision, contact Krista Jackson at [iaii@itransfer.org](mailto:iaii@itransfer.org).

I	L1906	BSC 170: Genetics and Society	11/21/2017	04/13/2018	Resubmit Course
---	-------	-------------------------------	------------	------------	-----------------


The previous decision stands:

The panel needs more information on this course. The topical outline is sparse. The panel would need to see the societal integration and discussions of scientific inquiry more clearly. A detailed weekly topical outline that goes beyond chapter numbers and titles is required by

For convenience, we will keep it as a 1-year period for now.

As you look at this page, you notice that it contains a great deal of information all in one place. You can see all the decisions the panel has made on the courses as well as other system and course details.

Let's talk about the pieces that this page displays.

 As a note, you can export the report into Excel. It is not as easy to read because it removes all of the colors. That functionality is at the top of the page.

The page is color coded to match the decision status. You can find details on what decisions a panel can make on the iTransfer website at: <http://ittransfer.org/submitters/coursetracking.php>.

## Track the Status of Courses Submitted to the Panels

Use this search to track the decision status of courses posted to IAI WebReview section.

Here are the possible decisions panels can make in the panel meeting for courses they are reviewing:

**Returned:** Course needs some significant reworking to be considered a match for the IAI descriptor. Requires full panel review so resubmission with new or additional information waits until the next review session.

**Needs More Information:** Course has some items either missing from the submission or requires a couple of items to be addressed before approval for the IAI descriptor. Requires full panel review so resubmission with new or additional information waits until the next review session.

**Conditional Approval:** This course will be moved to full approval status with one or two items provided to panel co-chairs. This decision does NOT require the full panel to review any additional and new information submitted. It can be approved as soon as the panel co-chairs review information submitted. There is a deadline in the decision email that must met. If that deadline is missed, it will go back before the full in the next review session.

**Approved:** The course has been added to the IAI database and no further action is needed at this time. Eligible to be reviewed again in 5 years.

Need to check on an upcoming panel meeting date?

Check the [IAI Calendar](#)

iManage

Institutional Contacts

Log Out

Select time range for the report:

*If you select the option to see the courses in last 5 years or more, the page will take a while to load due to the large volume of data.*

---

**Courses in Panel Review System**

This table contains the courses which have been reviewed by IAI administrator and institutional IAI submitter and have been reviewed or awaiting review by the panel


[Export Result as XLS](#)

In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
<p>The panel needs more information on this course. Speech-making associated work needs to be 50% of the grade. Currently, speech-making work accounts for 300 points to 350 of non-speech activity. Depending on how the 50-100 points on activities are chosen the 50% could be met or not. Need 50% of the grade based on speech-making activity and that needs to be cleared articulated. The group speech requirements need to say how many minutes each student is expected to speak consecutively. Need to articulate that students will verbally cite from the multiple sources mentioned in at least one of the substantive speeches (at least 5 minutes). Please review the panel criteria to be sure all required detail and information are included in the resubmission.</p> <p><a href="http://ittransfer.org/submitters/panelrelateddocuments/gecccommunication.php">http://ittransfer.org/submitters/panelrelateddocuments/gecccommunication.php</a></p> <p>Please highlight changes to the syllabus and submit this information within iManage. For questions about this decision, contact Krista Jackson at <a href="mailto:iaj@ittransfer.org">iaj@ittransfer.org</a>.</p>					
I	L1906	BSC 170: Genetics and Society	11/21/2017	04/13/2018	Resubmit Course
<p>The previous decision stands:</p> <p>The panel needs more information on this course. The topical outline is sparse. The panel would need to see the societal integration and discussions of scientific inquiry more clearly. A detailed weekly topical outline that goes beyond chapter numbers and titles is required by the panel that should address the panel's concerns.</p> <p>Please highlight changes in the syllabus and resubmit information in iManage. For questions regarding this decision, contact Krista Jackson at <a href="mailto:iaj@ittransfer.org">iaj@ittransfer.org</a> or 309-438-8640.</p>					
A	L1900L	BSC 101: Fundamental Concepts in Biology	11/20/2017	04/13/2018	
<p>Accepted</p>					
A	BUS903	ACC 131: Financial Accounting	11/21/2017	04/12/2018	

This color-coding should help you determine which courses were not approved. Let's look at the fields from left to right.

The "Status" field tells you with a letter what the decision was. An "A" reflects an approved course. An "I" reflects a course that was marked incomplete by the panel. An "R" reflects a returned course. A "C" reflects a conditionally approved course. As a reminder, conditionally approved courses have a resubmission deadline to avoid full review in the next review session.

[Export Result as XLS](#)




Next 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
The panel needs more information on this course. Speech-making associated work needs to					

Status	IAI Code	School Code	Review	Decision	Action
R	S7904D	SOC 264: GENDER INEQUALITY	02/06/2018	04/05/2018	Resubmit Course
<p>This course is returned. The panel believes the course is a great course. This course appears to be a combination between S7903D and S7904D. The panel will be discussing a new description that may meet this course in the future. Additionally, the course appears to be a majors course rather than a general education course. The prerequisite is stronger than would normally be expected on a general education course.</p> <p>Please submit a revised syllabus with this information within iManage. For questions about this decision, contact Krista Jackson at <a href="mailto:iaj@ittransfer.org">iaj@ittransfer.org</a>.</p>					
R	S7902	SOC 262: MARRIAGE AND FAMILY	02/06/2018	04/05/2018	Resubmit Course
<p>This course is returned. The panel believes the course is a great course. However, the course appears to be a majors course rather than a general education course. The prerequisite is stronger than would normally be expected on a general education course.</p> <p>Please submit a revised syllabus with this information within iManage. For questions about this decision, contact Krista Jackson at <a href="mailto:iaj@ittransfer.org">iaj@ittransfer.org</a>.</p>					
I	S1903	ANT 274: PRINCIPLES OF ARCHAEOLOGY	02/06/2018	04/05/2018	Resubmit Course
<p>The panel needs more information on this course. Details of grading information as well as methods of evaluation and assignments, including details on writing assignments are required for submission. Additionally, the prerequisite of ANT 102 receiving a C or better does not seem appropriate for a general education course.</p> <p>Please submit a revised syllabus with this information to iManage. For questions about this decision, contact Krista Jackson at <a href="mailto:iaj@ittransfer.org">iaj@ittransfer.org</a>.</p>					
C	S1902	ANT 102: HUMAN ORIGINS: AN INTRODUCTION TO BIOLOGICAL ANTHR	02/06/2018	04/05/2018	Provide Additional Information
<p>The course is conditionally approved with clarification on the math prerequisite for this course. As it reads it could be taken as needing all of these classes. While the panel believes that just exposure to a college-level math is the goal of the listed prereq, they want to ensure this is the case. Please provide details of the math prerequisite in an explanation in iManage.</p> <p>Please submit this information to iManage for co-chair review. For questions about this decision, contact Krista Jackson at <a href="mailto:iaj@ittransfer.org">iaj@ittransfer.org</a>.</p>					
C	F1900	MUS 152: Experiencing Music	12/20/2017	03/16/2018	Provide Additional Information
<p>The previous decision stands. The course remains conditionally approved. While the panel realizes there is writing within the course, the panel is unsure how that writing reflects course content. Please highlight new information added to the syllabus.</p> <p>While the deadline for conditional approval responses is May 4th, due to a retirement of one</p>					

The next field as you look at the page is the "IAI Code." The course was submitted for this IAI code. It will be either a GECC code or a major.


[Export Result as XLS](#)



In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
The panel needs more information on this course. Speech-making associated work needs to					

The next field is the "School Code" which identifies the internal institutional course number and title.


[Export Result as XLS](#)



In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
The panel needs more information on this course. Speech-making associated work needs to					

After the "School Code" is the "Review" field. This field lets you know when the course was submitted in our systems. That means it is when you or another submitter provided the documentation in iManage.


[Export Result as XLS](#)



In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
The panel needs more information on this course. Speech-making associated work needs to					

The "Decision" field is the date the decision was posted in the system.

[Export Result as XLS](#)




In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
The panel needs more information on this course. Speech-making associated work needs to					




Finally, the "Action" field tells one of two things. If there is action that needs to be taken, it will have an active link that says "Resubmit course." If action has been taken, it tells the action and the date of that action. The images below show both of these.

[Export Result as XLS](#)

In Last 1 Year for your institution					
Status	IAI Code	School Code	Review	Decision	Action
A	AG902	AGR 170: Introduction to Animal Science	11/20/2017	04/26/2018	
A	AG913	AGR 205: Microcomputer Applications in Agriculture	11/20/2017	04/26/2018	
I	C2900	COM 110: Communication and Critical Inquiry	02/06/2018	04/20/2018	Resubmitted on 4/24/2018 12:18:42 PM
The panel needs more information on this course. Speech-making associated work needs to					




I	L1906	BSC 170: Genetics and Society	11/21/2017	04/13/2018	Resubmit Course
<p><b>The previous decision stands:</b></p> <p>The panel needs more information on this course. The topical outline is sparse. The panel would need to see the societal integration and discussions of scientific inquiry more clearly. A detailed weekly topical outline that goes beyond chapter numbers and titles is required by the panel that should address the panel's concerns.</p> <p>Please highlight changes in the syllabus and resubmit information in iManage. For questions regarding this decision, contact Krista Jackson at <a href="mailto:iai@ittransfer.org">iai@ittransfer.org</a> or 309-438-8640.</p>					



The page automatically sorts by the date of the decision. You can move back over the submission and decision history until you reach the end of the period you identified originally.

The information here displays the text of the decisions for the courses. It allows you to see the information without having to click into new pages or other places in the system.

I	L1906	BSC 170: Genetics and Society	11/21/2017	04/13/2018	Resubmit Course
<p><b>The previous decision stands:</b></p> <p>The panel needs more information on this course. The topical outline is sparse. The panel would need to see the societal integration and discussions of scientific inquiry more clearly. A detailed weekly topical outline that goes beyond chapter numbers and titles is required by the panel that should address the panel's concerns.</p> <p>Please highlight changes in the syllabus and resubmit information in iManage. For questions regarding this decision, contact Krista Jackson at <a href="mailto:iai@ittransfer.org">iai@ittransfer.org</a> or 309-438-8640.</p>					



When you are ready, you can resubmit additional information to meet the panel's concerns from this page, as mentioned above by clicking the active link "Resubmit Course." The page that loads in the window is the same page that you would load your information on in the pending action section of "Course Review."

**Provide More Information for**

The panel needs you to provide more information for the following course:

**Course Summary**

**Course Summary**

Illinois State University  
 BSC 170: Genetics and Society  
 3 semester credit  
 Added: 11/21/2017

**IAI Code**

L1 906: Heredity and Society  
 (3-5 semester credit/ 4.5-8 quarter credit)

**Prerequisites**

Prereqs are COM 110 Communications As Critical Inquiry and ENG 101 Composition As Critical Inquiry and MAT 113 Elements of Mathematical Reasoning , 120 Finite Mathematics , 130 Dimensions of Numerical Reasoning or 145 Calculus I.

**Documents Submitted**

**Representative Syllabus**

**Ongoing Review Course details**

This course was reviewed as a part of the ongoing course review process.

Following are details of the course from Gen Ed courses table:

Begin Date	05/01/1998
End Date	
Review Start Date	05/17/2017

**Course Status:** The course was decided as Marked Incomplete on 4/16/2018

**Total Votes:** 14  
**Vote Summary:** (accept: 0, reject: 2, not enough info: 12)  
**Voted On:** Friday, April 13, 2018

**Course Notes**

-

**Syllabus Analysis Summary**

(no syllabi analysis available)

**Information Requested**

The previous decision stands:

The panel needs more information on this course. The topical outline is sparse. The panel would need to see the societal integration and discussions of scientific inquiry more clearly. A detailed weekly topical outline that goes beyond chapter numbers and titles is required by the panel that should address the panel's concerns.

[# Course\(s\) Require Additional Action from your institution](#) – this link is active. It will be for the GECC Communication panel. Remember to do the "All Panels" option at the quick nav at the top of the page.

**Institution Action Required**

The following courses require action from your institution.

—All Panels—

By Course Name/IAI Code By Date By Descending Date Reset View

**Return to Web Review Home**

Deciphering the "Panel" column == G\_ = GenEd panel, M\_ = Major panel then the abbreviated panel name.

**Courses Returned To Institution Before Web Review Approval - 0 Course(s)**

[Show Courses](#)

**Courses Saved and Waiting for Final Submission - 1 Course(s)**

[Show Courses](#)

**Courses Called for Ongoing Review - 11 Course(s)**

[Show Courses](#)

**Courses Requiring Additional Information After Panel Review - 14 Course(s)**

[Show Courses](#)

**Return to Web Review Home**

**Courses Requiring Additional Information After Panel Review - 14 Course(s)**

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Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015	4/24/2015	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	<a href="#">Options</a>
G_LS	Needs More Info	Illinois State University	BSC 170: Genetics and Society	3/1/2018	4/13/2018	<a href="#">Options</a>
M_BIO	Conditional Approval	Illinois State University	BSC 196: Biological Diversity	2/15/2018	3/2/2018	<a href="#">Options</a>
M_BIO	Conditional Approval	Illinois State University	BSC 197: Molecular/Cellular Basis of Life	2/15/2018	3/2/2018	<a href="#">Options</a>
G_HFA	Conditional Approval	Illinois State University	MUS 152: Experiencing Music	2/15/2018	3/16/2018	<a href="#">Options</a>
G_MTH	Needs More Info	Illinois State University	SOC 275: SOCIAL STATISTICS	2/15/2018	3/9/2018	<a href="#">Options</a>
G_SBS	Conditional Approval	Illinois State University	ANT 102: HUMAN ORIGINS: AN INTRODUCTION TO BIOLOGICAL ANTHR	3/1/2018	4/5/2018	<a href="#">Options</a>
G_SBS	Needs More Info	Illinois State University	ANT 274: PRINCIPLES OF ARCHAEOLOGY	3/1/2018	4/5/2018	<a href="#">Options</a>
G_SBS	Returned	Illinois State University	SOC 262: MARRIAGE AND FAMILY	3/1/2018	4/5/2018	<a href="#">Options</a>
G_SBS	Returned	Illinois State University	SOC 264: GENDER INEQUALITY	3/1/2018	4/5/2018	<a href="#">Options</a>

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**Courses Requiring Additional Information After Panel Review - 14 Course(s)**

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Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/20		<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	<a href="#">Options</a>
G_LS	Needs More Info	Illinois State University	BSC 170: Genetics and Society	3/1/2018	4/13/2018	<a href="#">Options</a>
M_BIO	Conditional Approval	Illinois State University	BSC 196: Biological Diversity	2/15/2018	3/2/2018	<a href="#">Options</a>
M_BIO	Conditional Approval	Illinois State University	BSC 197: Molecular/Cellular Basis of Life	2/15/2018	3/2/2018	<a href="#">Options</a>
G_HFA	Conditional Approval	Illinois State University	MUS 152: Experiencing Music	2/15/2018	3/16/2018	<a href="#">Options</a>
G_MTH	Needs More Info	Illinois State University	SOC 275: SOCIAL STATISTICS	2/15/2018	3/9/2018	<a href="#">Options</a>
G_SBS	Conditional Approval	Illinois State University	ANT 102: HUMAN ORIGINS: AN INTRODUCTION TO BIOLOGICAL ANTHR	3/1/2018	4/5/2018	<a href="#">Options</a>
G_SBS	Needs More Info	Illinois State University	ANT 274: PRINCIPLES OF ARCHAEOLOGY	3/1/2018	4/5/2018	<a href="#">Options</a>
G_SBS	Returned	Illinois State University	SOC 262: MARRIAGE AND FAMILY	3/1/2018	4/5/2018	<a href="#">Options</a>
G_SBS	Returned	Illinois State University	SOC 264: GENDER INEQUALITY	3/1/2018	4/5/2018	<a href="#">Options</a>

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**Courses Requiring Additional Information After Panel Review - 14 Course(s)**

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Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015		Provide Info Options
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2015		Accept Decision Options
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	Options
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	Options
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	Options
G_LS	Needs More Info	Illinois State University	BSC 170: Genetics and Society	3/1/2018	4/13/2018	Options
M_BIO	Conditional Approval	Illinois State University	BSC 196: Biological Diversity	2/15/2018	3/2/2018	Options
M_BIO	Conditional Approval	Illinois State University	BSC 197: Molecular/Cellular Basis of Life	2/15/2018	3/2/2018	Options
G_HFA	Conditional Approval	Illinois State University	MUS 152: Experiencing Music	2/15/2018	3/16/2018	Options
G_MTH	Needs More Info	Illinois State University	SOC 275: SOCIAL STATISTICS	2/15/2018	3/9/2018	Options
G_SBS	Conditional Approval	Illinois State University	ANT 102: HUMAN ORIGINS: AN INTRODUCTION TO BIOLOGICAL ANTHR	3/1/2018	4/5/2018	Options
G_SBS	Needs More Info	Illinois State University	ANT 274: PRINCIPLES OF ARCHAEOLOGY	3/1/2018	4/5/2018	Options
G_SBS	Returned	Illinois State University	SOC 262: MARRIAGE AND FAMILY	3/1/2018	4/5/2018	Options
G_SBS	Returned	Illinois State University	SOC 264: GENDER INEQUALITY	3/1/2018	4/5/2018	Options

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**Provide More Information for**

The panel needs you to provide more information for the following course:

**Course Summary**

**Course Summary**

Illinois State University  
**PHY 105: Fundamentals of Physics**  
 4 semester credit  
 Added: 3/2/2015

**IAI Code**

**P1 900L: General Education Physics**  
 (3-5 semester credit/ 4.5-8 quarter credit)

**Prerequisites**

-

**Documents Submitted**

**Representative Syllabus**  
**Representative Syllabus**

**Ongoing Review Course details**

This course was reviewed as a part of the ongoing course review process.

Following are details of the course from Gen Ed courses table:

<b>Begin Date</b>	05/01/1998
<b>End Date</b>	
<b>Review Start Date</b>	12/18/2014

**Course Status:** The course was decided as Marked Incomplete on 4/24/2015

**Total Votes:** 11  
**Vote Summary:** (accept: 0, reject: 1, not enough info: 10)  
**Voted On:** Friday, April 24, 2015

**Course Notes**

-

**Syllabus Analysis Summary**  
 (no syllabi analysis available)

## Tips and Tricks in getting your courses approved:

There are some things you and your faculty can do to help your courses be approved when you are trying to answer the panels concerns. This section will explore some of those tips.

- **Ask questions.** It is important that you understand the panel's request for information and their decision. If you are reading a decision and it is not clear to you or your faculty what is needed, please confer with the IAI Coordinator at [itransfer@itransfer.org](mailto:itransfer@itransfer.org). If the decision cannot be deciphered between us, the Coordinator can get additional information like the course review/decision page from the system. This page will include panel member comments and other good information to provide some additional information. If this does not have the answers needed, the panel co-chairs can be pulled into an exchange to provide some addition direction to assist the institution and faculty in providing, revising, or reworking a course to meet concerns.
- **Whenever possible, use the same document all the way through the review process.** Changing documents may be unavoidable some times, but when it occurs, the panel finds they have to start from scratch in the evaluation of the course. New documents can have different issues than the original documentation and provides a moving target for the panel and the institution. If this is necessary, talk with the IAI Coordinator before submitting the new documentation.
- **Highlight changes in the document.** As information is added to a document to answer the panel concerns, be sure to **highlight** the new or revised text. This can be done by **changing the color of the text** or by using the **highlighting functionality** in word processing programs. We have attached a sample so you can see how this might look.
- **Ask faculty to be as detailed as they can be.** Detailed information can only provide too much information while a lack of detail will cause the course to come back to the institution again. We have [a sample general syllabus on the website](#). We can also provide some syllabi of courses that were easily approved for an identifier from the review system. Ask the IAI Coordinator or follow [our walk-through](#) in [the training section](#).
- **Double check your documents** on the verification screen or even in the voting system after you submit them. This can help you feel confident that the panel has the documentation you want them to see. If you find you need to make changes, contact the IAI Coordinator at [itransfer@itransfer.org](mailto:itransfer@itransfer.org).
- **Ask for confirmation that we have the course** in our systems if you need the reassurance. It takes very little time for us to check that the course is loaded for voting next semester.