The IAI Process and Course Submissions

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IAI Processes That May Affect You

- Submitting a course to IAI
  - New Course Submission – First time approval
  - Ongoing Review Submissions – Course is called to be reviewed after approval more than 5 years ago
  - Answering a panel concern on a course submitted and not approved
- Working with a student with a transfer question or with a student's records to help with articulating a course from another institution
- Serving on a panel representing your institution
- Working with faculty members serving on IAI panels representing the institution and your department/discipline

Course Submissions: Getting Courses Through the Process

- Helping your institutional submitter(s) get the information needed for the panel to review and approve the course(s).

  - Be responsive and helpful when your submitter or dean/chair contacts you about a course or when working with your submitter in submitting a course to an IAI panel. The institutional submitter is an important resource for getting you information about IAI, the process, and the panel expectations.

  - Provide a complete syllabus with all the items the panel needs. Check the panel's published course approval criteria. This allows you to know the informational pieces necessary for the panel to evaluate the course. The details matter!

    - [Panel Related Documents](#) page

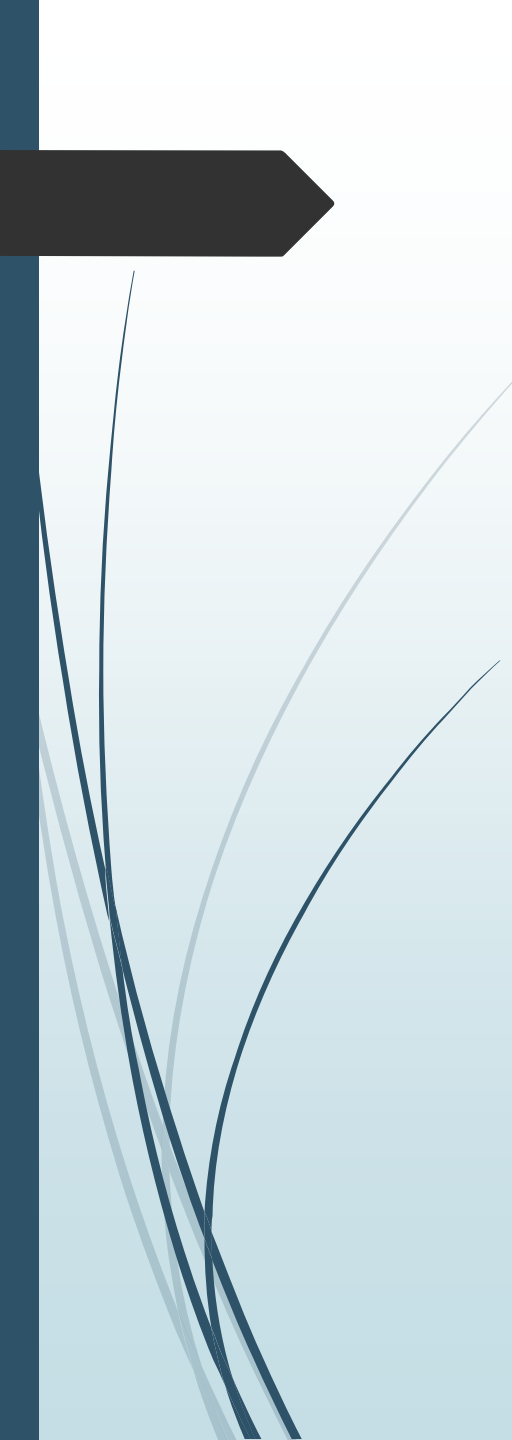   - [Sample Syllabus](#) (explains what and why)

Course Submissions:
Getting Courses Through the Process (continued)

- Check the course description to ensure your course references all the necessary topics in the description and weekly course outline/weekly topical outline.
    - [Course Descriptions](#) page
        - [GECC Descriptions](#) – active GECC courses with links to descriptions and courses currently approved for the identifier
        - [Major Descriptions](#) – active Major courses with links to descriptions and courses currently approved for the identifier

Course Submissions:
Getting Courses Through the Process (continued)

➥ The difference between New Course Submissions vs. Ongoing Review Courses

  ➥ A **new course submission** is one that you, your chair or dean, and/or the course submitter are initiating internally for first time approval to an IAI panel. These submissions require a detailed, fully developed, representative syllabus. This syllabus should contain all the information necessary for the panel to do their evaluation of the course. It is important that a fully developed weekly topical outline be included, for the lab too if it is a lab course. Be sure to check the panel criteria document for what the panel expects for these outlines.

Course Submissions – getting courses through the process(continued)

- **Ongoing review courses** are courses that have previously been approved by an IAI panel and have been called at random for further review. The panel still requires similar detail to a first time submission. If a course has not been taught in a while but the institution would like to keep it on the books to facilitate transfer or allow it to be taught again, a syllabus should be reviewed by someone familiar with the content and brought up to date as if it was going to be taught. The panel expects a recent and updated syllabus, no more than 3 years old. Be sure to also check the IAI course description to ensure all topics included in the description are included in the course content you are submitting. The panel is looking to ensure the current expectations for the course are being fulfilled by your course offering.
  - Note: Courses are eligible to be called every 5 years.

Tips for answering a panel concern raised in a decision

- Review the decision and ask me (itransfer@itransfer.org) if you aren't sure what they are asking you to do. The panels try hard to provide appropriate detail and information to help you answer their concerns. If you need clarification, please touch base. I can send you and your course submitter the course decision page from the review system. If I was at the meeting, I may be able to give additional insights into their discussions.

- **Highlight changes you make** to your syllabus to answer panel concerns. This provides clear direction to the panel for what you have added or changed. It also clearly indicates that you are trying to answer their concerns.

- If necessary, it may be possible to ask the panel co-chairs some questions regarding the decision. I am happy to work with you to get in touch with them.

When working with a student in a transfer situation, IAI can help you:

- Provide a knowledge-based and consistent answer that will help you manage student expectations. If you can't find the answer to the student's question, there is a [web form](#) that will allow you to ask your question. You can also submit your concern to the student's transfer institution as our system sends your note to the IAI contacts at both institutions as well as to the main IAI staff.

- Provide help with course articulation expectations and transfer assurances.

- Guide students in course requirements for fulfilling general education and major courses. **Remember if a student knows where they want to transfer, recommend they get in touch with an advisor (including in their major) at their transfer school immediately and often.**

- Use the [IAI general education worksheet](#) to map a students general education courses into the IAI GECC package.

When working with a student in a transfer situation, IAI can help you (continued):

- Determine if a course is IAI approved from another institution to tell the student what IAI credit they will receive. If it is not IAI approved, recommend the student talk with evaluation experts at the institution to see how the credit will count.

- To use the iTransfer site to give a student a contact name for your institution if you aren't sure who your institutional IAI contacts are. Or you can look up contacts at another school! There are a couple of ways to get this information: School Review and Transfer Coordinators Directory.

- Send a student to me if you aren't sure what to do or whom to ask. I am more than happy to help point a student in the right direction!

Course Articulation and Evaluation for IAI or other types of transfer credit:

- Use course search options available on the website.
  - School Review
  - Custom Course Searches pages
  - Gen Ed Worksheet(s)
- Remember that the Form 13 process allows to you to do direct articulation with the 4-year institutions you work with most often. This is a process that provides guaranteed articulation beyond IAI.
- Ask questions when you aren't sure.
  - Ask me! I am always happy to help.
  - You can also request information and report a transfer problem from the iTransfer site. **EMAIL FORM**

What to know about serving on an IAI faculty panel:

- IAI is a faculty driven process! Faculty are an important part of the IAI process and they represent the institution and their expertise in the disciplines they teach.

- Administrators serving on a panel are the voice of our students in transfer as well as sharing their knowledge of the transfer processes they work with all the time.

- [There's training for that](#)! We have a whole training section we are always working to improve on the iTransfer website. Please reach out to me to schedule one-on-one training on the website and the iManage system. We want panel members to be comfortable with the processes, voting, and participation in the meetings.

- Panel members should ask questions and share ideas with fellow panel participants.

As a reminder, the faculty panels:

- Provide discipline expertise from faculty in the disciplines, teaching and working with students.

- Provide statewide discipline specific leadership in course articulation and development for IAI and transfer within the state.

- Keep the curriculum current and evolving with trends and new technologies in teaching the various disciplines.

- Are an excellent way for institutions to get faculty aware of and involved in the IAI process.

- Become important advocates for students transferring within the state of Illinois.

When working with faculty serving as members on IAI panels or submitting a course to IAI, try to be:

- Supportive and assist when help is needed with the IAI process as well attending IAI meetings.

- Helpful and responsive in collecting course information for the institutional course submitter(s). Point faculty with questions in the right direction. I am always happy to help and the institutional submitter(s) are a great resource.

- Proactive and let IAI staff know if there needs to be a change in panel membership or other issues that might affect panel membership.

We're here to help! Your IAI Team (including IBHE and ICCB IAI Representatives):

- **Krista Jackson**
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- **Malinda Aiello**
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Thank you! The IAI team appreciates your time and efforts on behalf of IAI, iTransfer, and Illinois transfer students!