2024 IACRAO Conference – Transfer & Articulation Roundtable Discussion Summary

19 participants. About half had less than 2 years in current role, 4 IAI submitters, five people who had Form 13 responsibilities, majority evaluation or transfer contingent/oversite roles. We weren't able to fully discuss all questions, but we're offering a general summary below.

Themes & Questions

Transcript / Transfer Evaluations

- Only accept official transcript before evaluating? How do you handle "in progress" transcripts? When do you start evaluation process? Once admitted – how quickly do you share transfer eval results with student? Typical turnaround for transfer work? Days/weeks? Require syllabus?

  Various practices with regard to above questions. Official transcripts seem to be consistently required for official evaluations. Informal/unofficial evaluations are often done by recruiters, etc. Typically, syllabi are not required for individual student evaluations, but if a student disagrees with how a course articulated, they can often share a syllabus with faculty/department/curricular oversight to be reviewed. Turnaround times range from 2 days to 3+ weeks, depending on time of year and staffing vacancies.

- Do you send out transfer course descriptions to departments for evaluations?

  This seems to be more of a one-off practice, if evaluators/depts need dept input

- How / what systems/processes are you using for automatic transcript upload?

  Not sure if this question got answered regarding specific systems/steps? NIU Admissions scans documents to Onbase and they go into the Evaluators workflow queue (for admitted transfers). Based on the discussion, it appears that institutions vary on the system they are using.

- # courses transferred per week? # of dedicated staff for this responsibility?

  This also varied among institutions in the room. It appears that smaller schools may not have a dedicated staff member who only deals with course transfers. Particularly the smaller community colleges.

- How do other schools handle transfer credit evaluation for endorsement programs?

  Many schools have a teacher licensure specialist (or someone in Educ department doing this as part of their role)

- Processes in place for CBE evaluation? Who/what groups on campus drive the process? (faculty/registrar/other?) Are processes different between 2 and 4 years? How do you document CBE credit once approved?

  This seems to still be in the preliminary stages (if at all). CBE and Credit for Prior Learning typically evaluated separately for two-year or four-year schools (as standards/thresholds vary).

- How do you support Athletics dept regarding evaluation?

Preliminary / unofficial evaluations are typically provided to Athletics for recruitment purposes (ideally after application)

- Transfer tables / maintaining public info on how courses transfer in: Transferology? Google docs? Other software?

Transferology, EAB Transfer Portal, homegrown tools such as Northern Illinois University - Course Equivalencies and Major Guides, other?

Form 13s

- What are Form 13s?

Form 13s are PDF documents required by the Illinois Community College Board whenever (a) a community college is proposing a new transfer course regardless of if it will seek IAI coding or not, (b) a course is due in the 5-year program review cycle. Community colleges must secure articulations with at least 3 public universities before ICCB approval to offer or continue offering any transfer-designed (PCS 1.1) that is not an IAI course. If community college is up for ICCB Recognition and a transfer course is not found in Transferology or is not an IAI course, a Form 13 must be used.

- Business process with Form 13s?

Form 13 responsibilities tend to be housed in a variety of areas: Registration & Records, Academic Affairs/Provost, Dean level, etc. Process for NIU: Download Form 13s and Syllabi into shared drive, then syllabi are uploaded to Sharepoint for faculty review (along with an informational table to guide them). After faculty review is done, Form 13 is completed and sent back to the original college. An updated form 13 contact information list can be found on the IAI Course Submitter webpage under Form 13 resources. The most recent Form 13 fillable form can also be found on this page. Form 13 Resources | iTransfer

IAI

- How are you publishing your IAI courses or explaining them to students? Do your students understand the transferability of IAI courses?

Community colleges typically publish their IAI codes in catalog course descriptions, but 4 year universities have not adopted this practice as a rule. Advising does help students' understanding of general education requirements, etc.

- Can you explain more about IAI majors?

Courses with IAI major codes count directly toward the 4-year university major (minimally as major electives, preferably as direct equivalents toward the major where possible). Colleges/universities must have at least one major course code counting toward each IAI major to remain IAI compliant.

Transfer Other/General

- What do you think of the IL legislative proposal for a common course numbering system?

  Wide agreement that this endeavor would be difficult and costly. There would still be complexities within a common course numbering system (perhaps not as clear/simple as legislators would think). Working on IAI (further refining, etc) may be a more realistic project.

- From 2-year to 4-year, are there any structured programs (outside of TRIO) to guide students through the 4-year application process?

  The requirements and resources for transferring from community colleges vary. Some schools require students to work with advisors, while others do not. Many community colleges have either a transfer center office, offer workshops on the transfer process, and/or detailed information on their websites to guide students through applying to four-year institutions.