

To access the courses you need vote on, start at [itransfer.org](http://itransfer.org). Find the [iManage](#) link at the bottom of the page. It will be on the right hand side in the dark gray area at the bottom of the page. Click the link to go to the log in screen.

**iTransfer**  
Illinois Transfer Portal

Search iTransfer...

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI

## 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.

IAI Panel Members 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 College Board/  
Illinois State Board of Education  
Website Disclaimer Statement

[iManage](#) / IAI Calendar  
Report a Site Issue, Ask a Question, or  
Report a Transfer-related Problem

The login screen will have a box for your email address and a box for your password. You should have received your password when you were added as a member to the panel. If you did not, you can reset it by clicking the reset password button. It is important you use the institutional email address to which you received your password at when you were given access to the system. You won't be able to login if you have not confirmed your email address. Contact IAI staff at [jai@itransfer.org](mailto:jai@itransfer.org) if you have trouble with accessing the system with the email and password you were given or have created for yourself.

- Illinois Articulation Initiative
- MyCreditsTransfer
- Transfer Resources
- Articulation Advocate
- Are you at Right Place?
- Feedback
- Contact Us

**Log In**

To Access the iManage System.  
Use your email address and password associated with iManage.  
No more dropdowns required.

**eMail Address:**

**Password:**

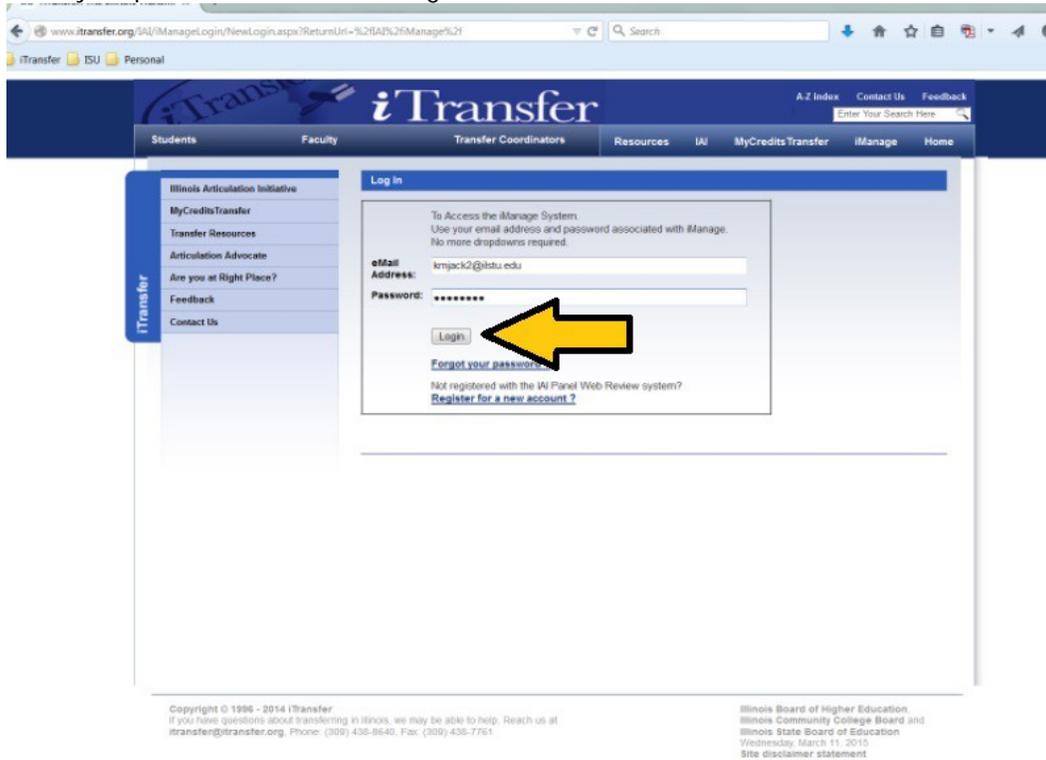
[Forgot your password ?](#)

Not registered with the IAI Panel Web?  
[Register for a new account ?](#)

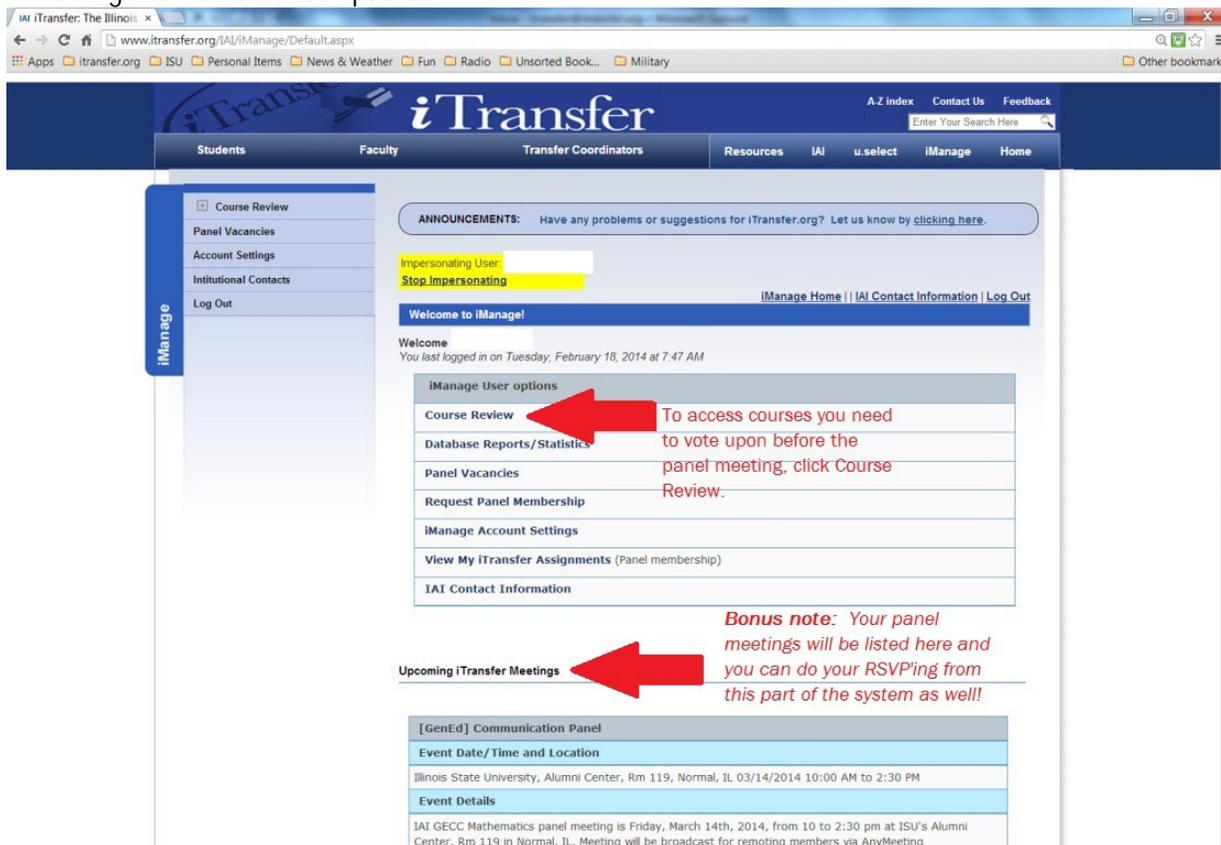
**Email and Password**

**Reset Password**

Enter your password and click the login.



The iManage home page will display. To access the voting section for panels you belong to, you will want to click the Course Review link. You can also change your password, your physical address, as well as find other items of viewing and maintenance options.



The Course Review home page will provide you with information on voting on courses. Prior to courses being available to vote, it will not tell you how many courses you will need to vote upon. Once voting opens for your panel(s), this information will show. Once you have voted on all courses for a review session, prior to the meeting, it will show 0 again. (**Note: Voting opens on Feb/Sept 15<sup>th</sup> or Mar/Oct 1<sup>st</sup> at 8:00 am – depending on the date of your panel meeting. We open voting on courses we have received early if your panel meets in the first month of a review session. Courses will continue to be accepted and posted as they come in until the deadline of March or October 1<sup>st</sup> at 5:00 pm**) See the addendum to this walk through for viewing future courses, prior to voting officially opening. You cannot cast votes or leave messages in a course until the system opens voting.

**Bonus Note:** You can email panel members through the system. The process will let you attach documents and send conversation over email with "replay all" functionality in email programs.

The system will tell you how many courses need your vote if voting is open. Voting will open either Feb/Sept 15<sup>th</sup> or Mar/Oct 1<sup>st</sup>, depending on your meeting date. Once you start voting, this number will drop and eventually show 0.

See the addendum for looking at future courses before voting opens. You can't vote on them, but you can see them.

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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, Fax: (309) 438-7761

Illinois Board of Higher Education,  
Illinois Community College Board and  
Illinois State Board of Education  
Tuesday, February 18, 2014

See next page... Remainder of page left blank...



Once you enter voting for the panel, you will see the courses listed by section. You can collapse and expand courses within any or all sections by clicking the "Show Courses" link. If the course is colored yellow, it is an indicator you need to vote on the course.

**[GenEd] Communication Panel**

Please select the course you would like to view

I would like to...  
View current courses ▾

Please note, courses highlighted in yellow currently require your vote

**New Courses - 3 course(s)**  
Show Courses

Institution Name	School Title/Code	IAI Code	Options	
+	Northern Illinois University	ENGL 104 - Rhetoric and Composition II	C1900	Options
+	Roosevelt University	ENG 102 - Composition II: Introduction to Academic Research	C1901R	Options
+	Spoon River College	COM 103 - INT - Speech Communication	C2900	Options

**Resubmitted New Courses - 0 course(s)**  
Show Courses

**Ongoing Review Courses - 15 course(s)**  
Show Courses

Institution Name	School Title/Code	IAI Code	Options	
+	Elgin Community College	ENG 102 - English Composition II	C1901R	Options
+	University of St. Francis	ACAF 102 - Core II: College Writing II	C1901R	Options
+	Southern Illinois University Carbondale	ENGL 102 - English Composition II	C1901R	Options
+	Benedictine University	WRIT 102 - Research Writing	C1901R	Options
+	Chicago State University	ENG 1280 - Composition II	C1901R	Options
+	Southern Illinois University Carbondale	LING 102 - English Composition II for ESL	C1901R	Options
+	Spoon River College	ENG 102 - Composition II	C1901R	Options

The "+" next to the courses allows you get a summary of voting on the course before entering the course itself. In addition, you can actually look at the course by hovering over the "Options" button. Click "Details/Vote" in the pop up box that appears to open the course.

**[GenEd] Communication Panel**

Please select the course you would like to view

I would like to...  
View current courses ▾

Please note, courses highlighted in yellow currently require your vote

**New Courses - 3 course(s)**  
Show Courses

Institution Name	School Title/Code	IAI Code	Options		
-	Northern Illinois University	ENGL 104 - Rhetoric and Composition II	C1900	Details/Vote	Options
+	Roosevelt University	ENG 102 - Composition II: Introduction to Academic Research	C1901R	Options	
+	Spoon River College	COM 103 - INT - Speech Communication	C2900	Options	

**Course Details**

Show Dates: 2/15/2014 8:00:00 AM - 5/15/2014 11:59:00 PM

Voting Deadline: 3/14/2014 10:00:00 AM

Total Messages: 0 message(s)

Votes: Accept: 0 , Return: 0 , Not Enough Info: 0 , Needs Discussion: 0

Your Vote: You Have Not Voted For This Course

Final Decision: No Decision

**Resubmitted New Courses - 0 course(s)**  
Show Courses

**Ongoing Review Courses - 15 course(s)**  
Show Courses

Once the course opens, you will see a full page of information. Below are some screen views with explanations of sections.

**Course Decision**

Course QuickNav: [ Discussion | Votes | Decision ]

**Course Summary**

**Course Summary**

Northern Illinois University  
ENGL 104: Rhetoric and Composition II  
3 semester credit  
Added: 2/12/2014 8:40:16 AM

**Prerequisites**

**Documents Submitted**

**Representative Syllabus**

**Course Status**

Votes: (accept: 0, Return: 0, not enough info: 0)  
Vote deadline: Friday, March 14, 2014 (approx 23 days left)

**Course Notes**

-

**IAI Course Description**

**C1 900: Writing Course Sequence**  
(3 semester credit/ 4.48 quarter credit)  
The writing course sequence (1) develops awareness of the writing process; (2) provides inventional, organizational and editorial strategies; (3) stresses the variety of uses for writing; and (4) emphasizes critical skills in reading, thinking and writing. The writing course sequence must include production of documented, multi-source writing in one or more papers for a combined total of at least 2500 words in final version.

Policies on acceptance of AP credit vary among academic programs and from institution to institution, so AP credit toward the GECC or major requirements is not guaranteed. In general, a score of three or higher on the AP exam on Language and Composition or Literature and Composition may be considered as equivalent to successful completion of one of the two writing courses but will not satisfy the multisource writing requirement.

Upon successful completion of the writing course sequence (which requires grades of C or better for students entering in Summer 1999 and beyond), students should have the competencies listed below. The student is expected to:

- comprehend, analyze, and critique a variety of texts including academic discourse;
- use various invention, drafting, and revising/ editing strategies depending upon the purpose of the writing, the materials available to the writer, and the length of time available for the task;
- engage a topic in which the writer explores writing as a means of self-discovery and produces a text that is designed to persuade the reader of the writer's commitment;

**Annotations:**

- Institutional Course Information:** Points to the course name and credit information.
- Course files submitted for review. There may be many:** Points to the Documents Submitted section.
- Current Voting Summary:** Points to the Course Status section.
- Notes from Admin if any:** Points to the Course Notes section.
- IAI Course Description and Identifier:** Points to the IAI Course Description section.

**Discussion Board (Only viewable to voting panel members)**

Discussion board messages are displayed from newest to oldest.  
The purpose of the discussion forum is to allow the panels to discuss the course prior to submitting votes. If you want to comment along with your vote, we highly recommend that you use the comments box provided with the vote button towards the end of this page. The comments box at the bottom is viewable by the public.  
A place to write a message is located further down the page.

**Messages**

(no messages posted yet)

**Write a Message**

From:

**B I** [Rich Text Editor Icons]

**Add Comment**

**Annotations:**

- This is a private discussion board for panel members to discuss a course, prior to casting a vote. It is recommended that if a message is being posted here, you post it before you vote on the course below. Once you type your comment make sure to click the "Add Comment" box.** Points to the message box.

**Initial Votes**

These are initial votes made by the panel members prior to the meeting.

Initial Votes Summary				
*Accept/Yes* Vote:		0		
*Return/No* Vote:		0		
*Not Enough Info* Vote:		0		
*Needs More Discussion* Vote:		0		
*Undecided* Vote:		0		
Missing Vote:				23

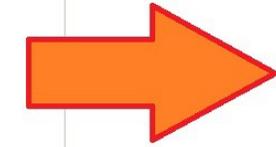
**Syllabus Analysis Summary**

No.	Criteria	Yes	No	Not Applicable
1.	Does the submission have all necessary documentation submitted? (Master Syllabus, Instructor Syllabus, Lab forms when appropriate, Topic Outline, Assignment information, outcomes and goals, grading and assignment weighting information, etc.)	0	0	0

**Annotations:**

- This is a more detailed course summary of voting.** Points to the Initial Votes table.

Missing Vote:	23			
Syllabus Analysis Summary				
No.	Criteria	Yes	No	Not Applicable
1.	Does the submission have all necessary documentation submitted? (Master Syllabus, Instructor Syllabus, Lab forms when appropriate, Topic Outline, Assignment information, outcomes and goals, grading and assignment weighting information, etc.)	0	0	0
2.	Does the course have any prerequisites? In general, prerequisites on GECC courses is not acceptable. However, major courses can and often do have appropriate prerequisites.	0	0	0
3.	Delivery mode (indicate number of sections being taught using each mode of delivery): Face to face - Hybrid - Online - Other (specified in docs)	0	0	0
4.	Diversity of topics: Matches the IAI description	0	0	0
5.	Methods of evaluation (with weighted percents for each category) and teaching material (texts or required reading)	0	0	0
6.	Detailed outline of topics (not just a list such as text table of contents) and percent of time/number of days spent on each topic	0	0	0
7.	Defined measurable student learning outcomes for this course (not institutional educational goals) reflect IAI prescribed outcome for the proposed IAI identifier.	0	0	0
8.	Does the syllabus have Course Prefix, Title, Credit Hours (lecture and lab if a lab course), Course Catalog Description	0	0	0
Members Voting "Accept/Yes"				
Member	Date Vote	Comment		
(No Votes for Accept/yes)				
Members Voting "Return/No"				
Member	Date Vote	Return Reasons	Comment	
(No Votes for Return/no)				
Members Voting "Not Enough Information"				
Member	Date Vote	Return Reasons	Comment	
(No Votes for missing information)				
Members Asking For Additional Discussion				
Member	Date Vote	Comment		
(No Votes for needs discussion)				



Some panels choose to use a "syllabus analysis" in reviewing courses. If you panel uses this in the review process, you can find the summary here.



This section will tell the name, vote and comments posted at the time the person voted. The comment section is below and is separate from private discussion board above.



The page will tell you who on the panel has not voted yet.



You can post your vote on the course in this section. There is a summary of the institutional information and the clickable syllabus analysis (if your panel uses one). The syllabus analysis can be helpful in responding to institutional concerns about decisions made on their courses. Some members still do not use it as they feel it slows and restricts their voting process.

KURIANI FLOWER		
Joanna Christopher		
Chen Simonds		
Kerni Morris		
Mardia Bishop		
Elizabeth Bailey-Smith		
Glenda Boling		
Your Vote		
You can change your Vote before the deadline of Friday, March 14, 2014		
Course Summary		
Northern Illinois University		
ENGL 104: Rhetoric and Composition II		
3 semester credit		
Added: 2/12/2014 8:40:16 AM		
Syllabus Analysis		
1.	Does the submission have all necessary documentation submitted? (Master Syllabus, Instructor Syllabus, Lab forms when appropriate, Topic Outline, Assignment information, outcomes and goals, grading and assignment weighting information, etc.)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
2.	Does the course have any prerequisites? In general, prerequisites on GECC courses is not acceptable. However, major courses can and often do have appropriate prerequisites.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
3.	Delivery mode (indicate number of sections being taught using each mode of delivery): Face to face - Hybrid - Online - Other (specified in docs)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
4.	Diversity of topics: Matches the IAI description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
5.	Methods of evaluation (with weighted percents for each category) and teaching material (texts or required reading)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
6.	Detailed outline of topics (not just a list such as text table of contents) and percent of time/number of days spent on each topic	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
7.	Defined measurable student learning outcomes for this course (not institutional educational goals) reflect IAI prescribed outcome for the proposed IAI identifier.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
8.	Does the syllabus have Course Prefix, Title, Credit Hours (lecture and lab if a lab course), Course Catalog Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable

6. Detailed outline of topics (not just a list such as text table of contents) and percent of time/number of days spent on each topic

7. Defined measurable student learning outcomes for this course (not institutional educational goals) reflect IAI prescribed outcome for the proposed IAI identifier.

8. Does the syllabus have Course Prefix, Title, Credit Hours (lecture and lab if a lab course), Course Catalog Description

**Decision**

**Definition of Voting Types (opens in new window)**

Accept/Yes  Return/No  Not Enough Information  Needs More Discussion  Undecided

**Comments (Viewable by the Public)**

**Submit Your Vote**

Course QuickNav: [ Summary | Discussion | Votes ]

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Illinois Board of Higher Education, Illinois Community College Board and Illinois State Board of Education Tuesday, February 18, 2014 Site disclaimer statement

Post your decision here. You can also add comments as you post your decision. These comments may be public later if deemed necessary to help an institution answer concerns raised by the panel.

If you decide you cannot approve the course and chose any other option, a drop box will open to allow you to choose the issues with the course you can select as many as you feel appropriate.

Does the syllabus have Course Prefix, Title, Credit Hours (lecture and lab if a lab course), Course Catalog Description

Accept/Yes  Return/No  Not Enough Information  Needs More Discussion  Undecided

**A reason is required if your vote is Returned/No**

Content does not cover all necessary topics

Content is too broad; lacks depth

Course does not match panels description

Course has an inappropriate prerequisite

Course is not introductory nor lower-division

Course topics vary from semester to semester

Credit hours are insufficient or excessive

Required supporting information missing

The nature and extent of the writing assignments is insufficient or unclear

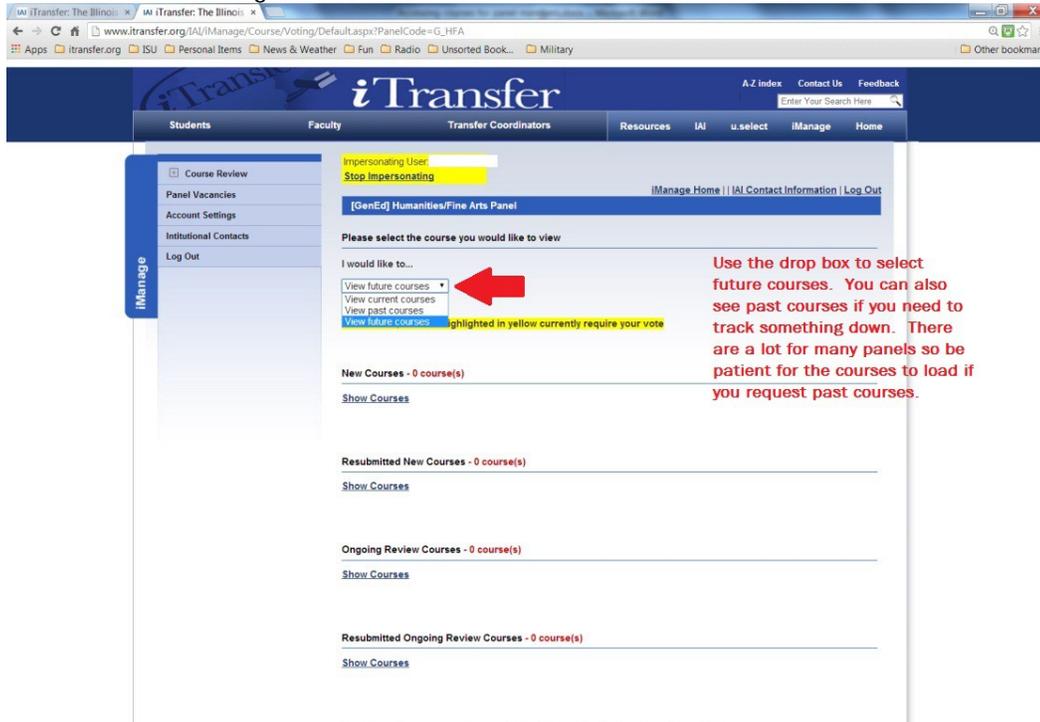
**Comments (Viewable by the Public)**

**Submit Your Vote**

Course QuickNav: [ Summary | Discussion | Votes ]

Click the "Submit Your Vote" button to finish the process.

# Addendum 1: Viewing future courses:



Once the future courses load on the page, the system will work exactly as it does with current courses, but you won't have functionality for messages and voting. However, you can look at documents and details of courses. Remember to expand the section by clicking "Show Courses." You want to click "show courses" beneath the title of the section you are trying view.

