

Voting on Conditionally Approved Courses

A Walk-through for Panel Co-Chairs

One of the special activities that panel co-chairs agree to in performing their duties for the panel is voting on courses that the panel has agreed are conditionally approved. The conditionally approved decision allows the co-chairs to approve a course with minor issues before the next review session. The following walk-through provides the panel co-chairs instruction to obtain all the information needed to make an informed decision as to whether an institution has met the panel's concerns.

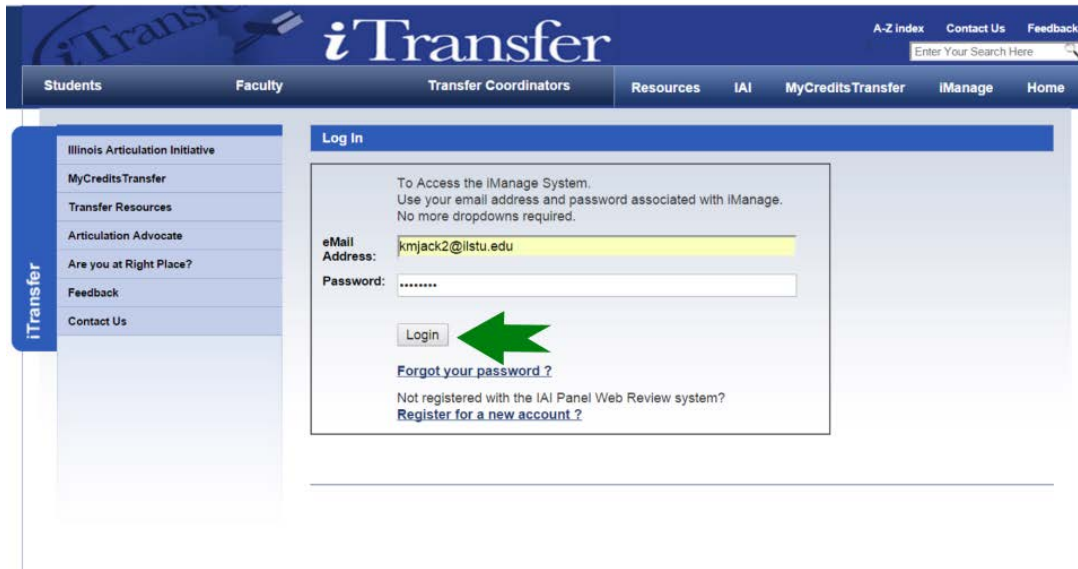
As a reminder, institutions are given a deadline to respond by and supply the needed information in the iManage systems. If the institution misses the deadline set by the panel, the supplied information will wait for the full panel to look at in the next semester's review session. If they supply the information by the deadline, panel co-chairs receive a system email letting them know to vote on the course. We ask co-chairs to do this as timely as possible to move the process along for the institution. Be sure to keep an eye on your bulk and junk folders in case our system emails sort there.

Instructions:

Log into to the iManage system. You can find the link in multiple places. The quickest way is the link at the bottom of the home page.

The screenshot shows the iTransfer website home page. At the top left is the iTransfer logo with the text "iTransfer Illinois Transfer Portal". To the right is a search box labeled "Search iTransfer...". Below the logo is a navigation bar with a home icon and links for "Transfer Planning", "About IAI", "Find IAI Courses", "Veterans", and "Transfer Credit Beyond IAI". The main content area features a large photograph of a young man in a blue jacket sitting at a desk, smiling and looking at an open book. Below the photo is a section titled "Helping Students Successfully Transfer in the State of Illinois" with a small iTransfer logo and a paragraph of text: "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." Below this is a row of four white buttons with blue text: "IAI Panel Members", "IAI Course Submitters", "TCs and Advisors", and "IAI Policies and Documents". A red arrow points from the "IAI Policies and Documents" button down to the footer. The footer contains copyright information: "© 2018 Illinois Articulation Initiative Contact Information Accessibility Information", "Illinois Board of Higher Education/ Illinois Community College Board/ Illinois State Board of Education Website Disclaimer Statement", and a link for "iManage / IAI Calendar" with subtext "Report a Site Issue, Ask a Question, or Report a Transfer-related Problem". The "iManage" link is highlighted with a yellow box.

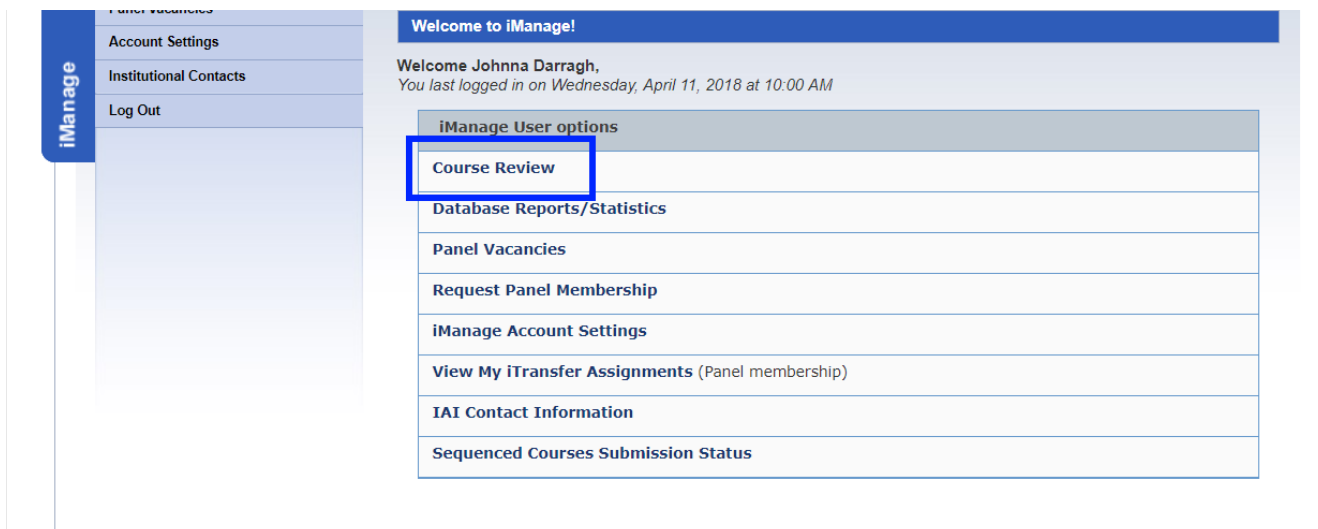
Once you have clicked that link, log in using your institutional credentials and the password you set. There is a walk through and video for resetting your password in the [training section](#) of the site.



Once you log in, you will see the iManage-landing page.



Select "Course Review" at the top of the list.



You will see the landing page for the Course Review section. To get to the voting section, click "View Courses Submitted To This Panel." You may see a number (1, 2, 3, etc.) next to if you have courses upon which you need to cast a vote. In our example, we show (1 course(s) currently need your vote)."

The screenshot shows the iManage interface for the [Major] Early Childhood Education Panel. On the left is a navigation menu with 'iManage' and links for 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'. The main header includes 'iManage Home | IAI Contact Information | Log Out' and 'iTransfer Course Review'. Below the header, there is a message: 'Below are the list of panels you have access to. Please email us at iaj@itransfer.org with any questions.' A 'Quickly Jump to:' dropdown menu is set to '[Major] Early Childhood Education Panel'. The main content area is titled '[Major] Early Childhood Education Panel' and contains a 'Panel Member Options' section. Within this section, the link 'View Courses Submitted To This Panel - (1 course(s) currently need your vote)' is highlighted with a black box and a green arrow pointing to it. Other options include 'Panel Meeting Forums - There are 2 Forum(s) available for this Panel.' and 'Email Panel Members'. A 'Back to Top' link is at the bottom right.

Once in the voting section, you see the voting page. If it is after the normal voting season, most sections will appear as they do in our example below with no courses listed. If it is voting season, each section will likely have courses displayed. You want to find the "Conditionally Approved Courses With New Information (Chair Voting)" section at the bottom of the page.

The screenshot shows the voting page for the [Major] Early Childhood Education Panel. The header includes 'iManage' and navigation links. The main content area is titled '[Major] Early Childhood Education Panel' and contains the instruction 'Please select the course you would like to view'. Below this, there are filters for 'I would like to...' (View current courses) and 'Sorted by IAI Code'. There is also an option to 'Add 'By Voting Deadline Stamp' to the sort.' and a 'Click to Refresh' button. A note states: 'Note: Highlighted courses require a vote.' There are links for 'Show All' and 'Hide All'. The page is divided into sections: 'New Courses - 0 course(s)' with a pink arrow pointing to its 'Show Courses' link; 'Resubmitted New Courses - 0 course(s)' with a 'Show Courses' link; 'Ongoing Review Courses - 0 course(s)' with a 'Show Courses' link; 'Resubmitted Ongoing Review Courses - 0 course(s)' with a 'Show Courses' link; and 'Conditionally Approved Courses With New Information (Chair Voting) - 1 course(s)' with a blue arrow pointing to its 'Show Courses' link. A text box at the bottom left says 'Click "Show Courses" to expand section.' and a text box at the bottom right says 'Indicates you have a course to vote upon here.' A 'Return to Web Review Home' link is at the bottom.

Once you click "Show Courses," you will see the course information displayed.

Ongoing Review Courses - 0 course(s)

[Show Courses](#)

Resubmitted Ongoing Review Courses - 0 course(s)

[Show Courses](#)

Conditionally Approved Courses With New Information (Chair Voting) - 1 course(s)

[Show Courses](#)

	Institution Name	School Title/Code	IAI Code	Date Provided	
+	Oakton Community College	ECE 102 - Child Growth and Development	ECE912	4/30/2018 1:13:43 PM	Options

[Return to Web Review Home](#)

Course Information

Hover over "Options"

If you want to see more details about the course, click the "+" next to the course. When you hover over the "Options" button on the right a box will open that says "Details/Vote." Click the link to view the course page in a new window.

Conditionally Approved Courses With New Information (Chair Voting) - 1 course(s)

[Show Courses](#)

	Institution Name	School Title/Code	IAI Code	Date Provided													
-	Oakton Community College	ECE 102 - Child Growth and Development	ECE912	4/30/2018 1:13:43 PM	Options												
<table border="1"> <thead> <tr> <th colspan="2">Course Details</th> </tr> </thead> <tbody> <tr> <td>Show Dates:</td> <td>2/15/2018 8:00:00 AM - 5/15/2018 11:59:00 PM</td> </tr> <tr> <td>Voting Deadline:</td> <td>4/11/2018 10:00:00 AM</td> </tr> <tr> <td>Total Messages:</td> <td>4 message(s)</td> </tr> <tr> <td>Votes:</td> <td>Accept: 0, Return: 0, Not Enough Info: 1, Undecided: 0</td> </tr> <tr> <td>Your Vote:</td> <td>Not Enough Info on Apr 10 2018 4:39AM</td> </tr> </tbody> </table>						Course Details		Show Dates:	2/15/2018 8:00:00 AM - 5/15/2018 11:59:00 PM	Voting Deadline:	4/11/2018 10:00:00 AM	Total Messages:	4 message(s)	Votes:	Accept: 0, Return: 0, Not Enough Info: 1, Undecided: 0	Your Vote:	Not Enough Info on Apr 10 2018 4:39AM
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Your Vote:	Not Enough Info on Apr 10 2018 4:39AM																

Click the "+" or "-" to expand or shrink additional information. The votes are only the co-chair votes in this section.

[Return to Web Review Home](#)

Conditionally Approved Courses With New Information (Chair Voting) - 1 course(s)

[Show Courses](#)

	Institution Name	School Title/Code	IAI Code	Date Provided	
+	Oakton Community College	ECE 102 - Child Growth and Development	ECE912	4/30/2018 1:13:43 PM	Options Details/Vote

[Return to Web Review Home](#)

Click "Details/Vote"

The course page will display with information on the course. You will not see the original panel decision for the course on this page. To see the decision you need to know what you are looking for in the newly submitted documents, please click "View Original Course Submission" at the top of the page. A new tab/window will open that shows the information on the last decision that was the conditional approval decision. Use this information to ensure the supplemental documentation the institution provided answers the panel's original concerns.

iManage

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

Conditional Approval Details

[View Original Course Submission](#)

Additional Info Added

- [New Files Added](#)
- [New Information Added](#)

Click this link to view the previous/original decision information that the institution is trying to meet.

The institution has provided the following details for this course :

Course Summary		
Oakton Community College ECE 102: Child Growth and Development 3 semester credit Added: 2/27/2018		
Prerequisites		
None		
Documents Submitted in Previous Review Session		
Documents Highlighted in Yellow are new newly submitted files		
File Type	File Notes	Download
Representative Syllabus - Added 2/27/2018		View File
Representative Syllabus - Added 4/30/2018	Conditional Approval	View File
Other/Unknown - Added 4/30/2018	Conditional Approval	View File
Other/Unknown - Added 4/30/2018	Conditional Approval	View File
Other/Unknown - Added 4/30/2018	Conditional Approval	View File
Course Notes		
-		
IAI Code		
ECE 912: Child Growth and Development (3 semester credit/ 4.5 quarter credit) A foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories; An exploration of child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society; an emphasis on the implications for early childhood professional practice. <i>*Encompassing conception through age eight and may include pre-adolescents/adolescents.</i>		
Course Goals & Objectives:		

Here is what the last submission looks like. You may want to keep this page open so you can refer to it and see the documents that were provided last time. It also allows you to see other panel member votes from the regular voting season.

iManage

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

Panel Vacancies

Account Settings

Institutional Contacts

Log Out

Course Decision

Course QuickNav: [[Discussion](#) | [Votes](#) | [Decision](#)]

Voting Final Decision

The course was decided as marked Conditionally Approved on 4/11/2018 12:14:20 PM

Additional Information:
This course is conditionally approved with evidence of the specific details of the assessments included in the course. Per the panel criteria:

Methods of Evaluation

- Specific assignment details are required. In particular, the lab assignments must include a brief description.
- Include a grading scheme.

Grading Criteria and Scale

- The points or percentages attached to coursework are required. Indicate how grades are determined.

The panel suggests that competencies be included in resubmission materials. Please highlight changes to the syllabus and submit this information to iManage for co-chair review. For questions about this decision, contact Krista Jackson at iaj@ittransfer.org.

This is your previous decision and the information the institution should have provided in their documentation.

Course Summary

Oakton Community College
ECE 102: Child Growth and Development
 3 semester credit
 Added: 2/27/2018 6:26:57 PM

Prerequisites

None

Documents Submitted

File Type	View	Notes
Representative Syllabus	View File	
Representative Syllabus	View File	Conditional Approval
Other/Unknown	View File	Conditional Approval
Other/Unknown	View File	Conditional Approval
Other/Unknown	View File	Conditional Approval

Course Status

Votes:
 accept: 1,
 Return: 0,

Once you know what you are looking for, return to the new course page with the new files listed. The new files attached to answer the panel's concern should be **highlighted in yellow** on the page. You will also be able to tell by looking at the date supplied in the system next to the files.

iManage

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

Conditional Approval Details

[View Original Course Submission](#)

Additional Info Added

- [New Files Added](#)
- [New Information Added](#)

The institution has provided the following details for this course :

Course Summary

Oakton Community College
ECE 102: Child Growth and Development
 3 semester credit
 Added: 2/27/2018

Prerequisites

None

Documents Submitted in Previous Review Session

Documents Highlighted in **Yellow** are new newly submitted files

File Type	File Notes	Download
Representative Syllabus - Added 2/27/2018		View File
Representative Syllabus - Added 4/30/2018	Conditional Approval	View File
Other/Unknown - Added 4/30/2018	Conditional Approval	View File
Other/Unknown - Added 4/30/2018	Conditional Approval	View File
Other/Unknown - Added 4/30/2018	Conditional Approval	View File

Course Notes

-

IAI Code

ECE 912: Child Growth and Development
 (3 semester credit/ 4.5 quarter credit)
 A foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories;

 An exploration of child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society; an emphasis on the implications for early childhood professional practice.
**Encompassing conception through age eight and may include pre-adolescents/adolescents.*

Course Goals & Objectives:

1. Understanding of the interrelationship between children's holistic well-being (including health, nutrition,



See dates

From here, you will click "View File" next to each file to see what the institution has supplied. These files will either download or open in your pdf view program.

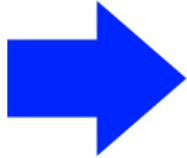
As you scroll through the page, you will find the voting information for the other co-chair if they have voted.

~Course reactivated for Spring 2015 submissions; Descriptor revised Fall 2015.
 Minor Revision Spring 2015

Information Provided

4/30/2018

The other files are assessments specific to the course.



Co-Chair Votes

Initial Voting Summary

"Accept/Yes" Vote:	Summary section	0
"Return/No" Vote:		0
"Not Enough Info" Vote:		1
Missing Vote:		1

Co-Chairs Voting "Accept/Yes"

Co-Chair	Date Voted	Comment
(no votes for Accept/yes)		

Co-Chairs Voting "Return/No"

Co-Chair	Date Voted	Return Reason	Comment
(no votes for Return/no)			

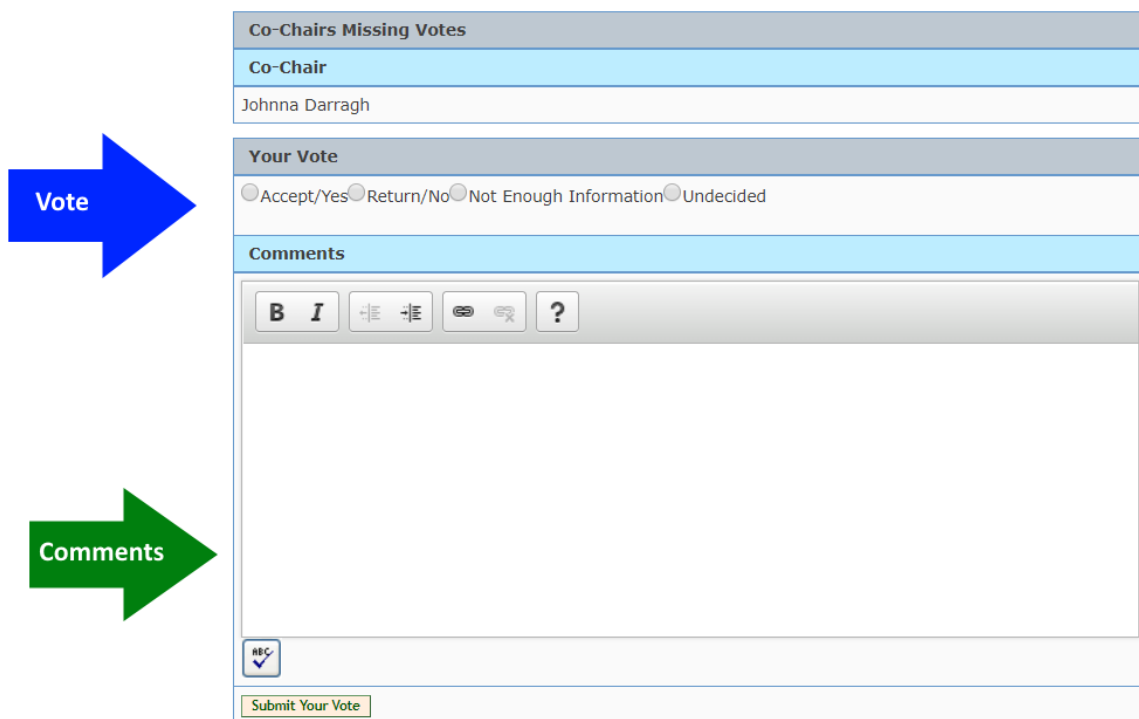
Co-Chairs Voting "Not Enough Information"

Co-Chair	Date Voted	Comment
Actual vote information from the co-chairs here		
Patricia Steinhaus	May 17 2018 9:30AM	<p>Although the additional files articulate well the assessments referenced in the course syllabus, the course objectives, as presented in the currently submitted syllabus, still are not well aligned with those specified by IAI for this course. What is not included is the demonstration of the dynamic and complex nature of development with respect to socio-cultural factors and the roles/impacts of stress trauma (beyond child abuse and neglect), and resiliency, i.e. objectives 5 and 6 of the IAI descriptor.</p> <p>In addition, the syllabus does not include a course schedule which maps out the topics, readings and assessments as they occur in the course.</p>



Co-Chairs Missing Votes

You can cast your vote at the bottom of the page.



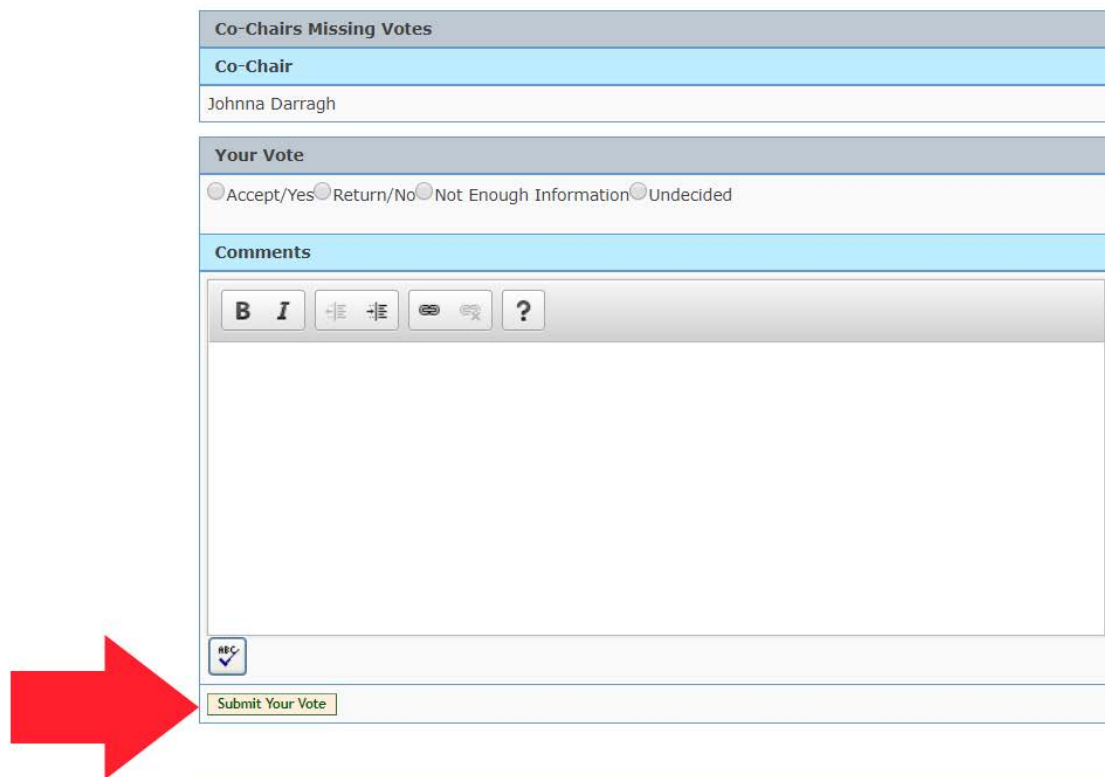
The screenshot shows a voting interface with the following sections:

- Co-Chairs Missing Votes**
- Co-Chair**: Johnna Darragh
- Your Vote**: Radio buttons for Accept/Yes, Return/No, Not Enough Information, and Undecided.
- Comments**: A text area with a rich text editor toolbar (B, I, bold, italic, link, unlink, help) and a small blue checkmark icon.
- Submit Your Vote**: A button at the bottom.

A blue arrow labeled "Vote" points to the "Your Vote" section, and a green arrow labeled "Comments" points to the "Comments" section.

Good detail is especially helpful if not approving the course. We can share what you say with the institution to help them answer your further concerns.

Once you click "Submit Your Vote," your vote is recorded, and you are done!



This screenshot is identical to the one above, but with a red arrow pointing to the "Submit Your Vote" button at the bottom of the form.

Thank you for your dedication to IAI and transfer throughout the state. Should you have any questions regarding this process, please reach out to the iTransfer Coordinator at itransfer@itransfer.org or 309-438-8640.