Illinois Articulation Initiative Course Reviewer Training Webinars Fall 2025

Presented by:

Malinda Aiello (IAI), Justin Bradley (IBHE),

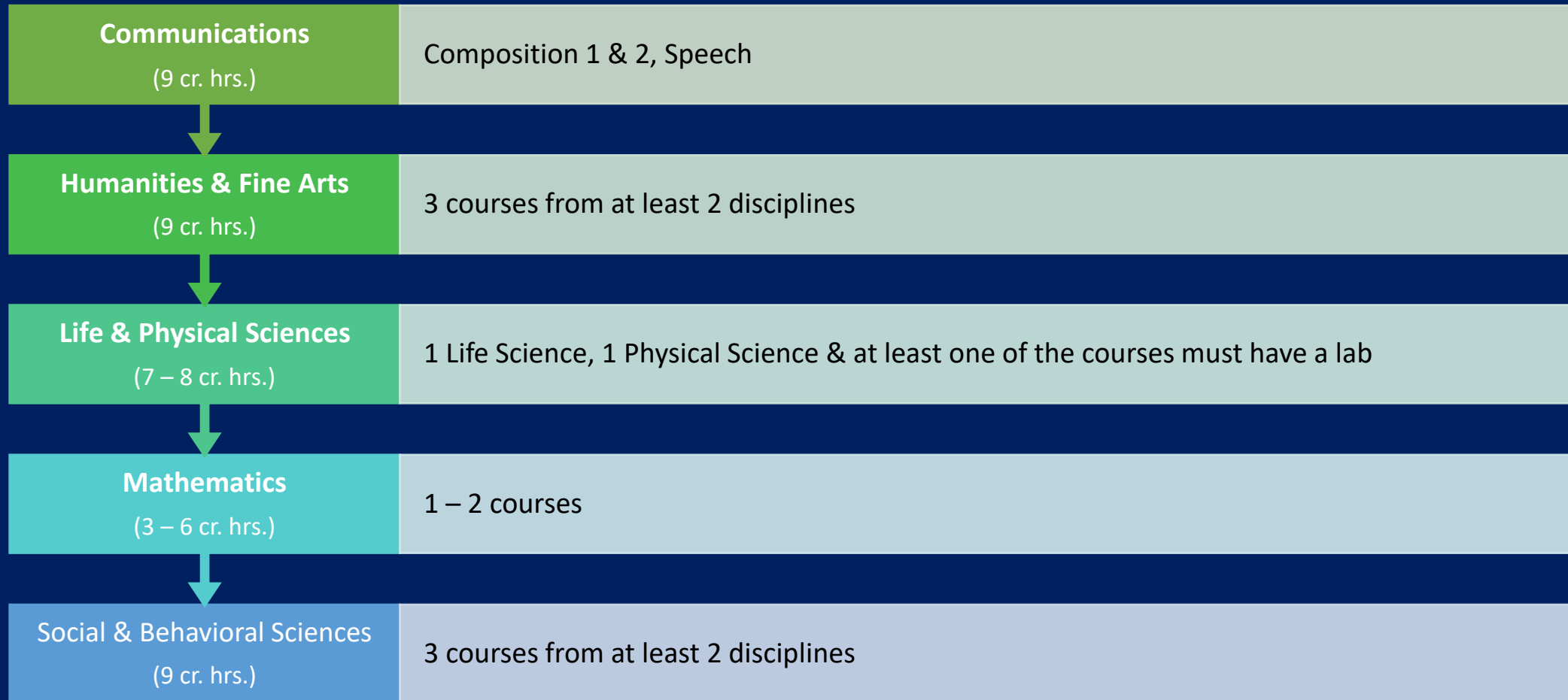Krista Jackson (IAI), and

Brian Messner & Patrick Moore (ICCB)

Webinar Housekeeping Notes

- Recording both webinars (today & next week); will post the best of the two on the iTransfer.org website's training resources page at [Panel Member Training | iTransfer](#).

- In addition to the training webinar, the IAI Leadership Team will also be distributing and posting four other new resources:

  - The IAI Panel Member Training Manual for the Course Review Process

  - Guidance Memo re. IAI Course Review & Weekly Topical Outlines

  - Updated screenshot walkthrough presentation for logging into the iManage system

  - Updated screenshot walkthrough presentation for voting on courses in the iManage system

- We will have everyone muted during the presentation then open it up to questions using the chat feature at the end.

- Finally, please indicate in the chat now if you are a new panel member doing course review for the first time, along with the panel you are serving on this season.

What is the Illinois Articulation Initiative (IAI)?

- IAI is celebrating over 25 years since statewide implementation in 1998 and primarily serves as the primary mechanism to facilitate the seamless transfer of students among over 100 Illinois public and private colleges and universities.

- The passage of the IAI Act in January 2017, along with subsequent amendments, codified IAI and state transfer policies into law for all public institutions.

- There are nearly 300 GECC and Major descriptor codes used to identify over 8,500 approved courses across Illinois that share common course content and learning outcomes.

- IAI encompasses: 1) the transferable General Education Core Curriculum (GECC) Package, 2) course recommendations for transferring into nearly 20 majors , 3) a faculty-driven course-review process, 4) the iTransfer.org website , 5) iManage Course Submission & Review System, and 6) statewide transfer policies and procedures.

- For more detailed information about the Initiative's purpose, structure, and policies, refer to the IAI Policies and Procedures Manual.

THE IAI GENERAL EDUCATION CORE CURRICULUM (GECC) PACKAGE*

Communications (9 cr. hrs.)	Composition 1 & 2, Speech
Humanities & Fine Arts (9 cr. hrs.)	3 courses from at least 2 disciplines
Life & Physical Sciences (7 – 8 cr. hrs.)	1 Life Science, 1 Physical Science & at least one of the courses must have a lab
Mathematics (3 – 6 cr. hrs.)	1 – 2 courses
Social & Behavioral Sciences (9 cr. hrs.)	3 courses from at least 2 disciplines

*Total of 37-41 Credit Hours for a Complete GECC Package

THE IAI MAJOR PANELS

Agriculture

Art

Biology

Business

Chemistry

Computer Science

Criminal Justice

Early Childhood Education

Elementary & Secondary Education

Engineering

English

History

Mathematics

Media & Communication Arts

Physics

Political Science

Psychology

Sociology

Theater Arts

Example:

Business IAI Major Recommendations

- **Business Core Course**
  (12-16 semester credits)
  BUS 901 - Business Statistics (3-4 semester credits)
  BUS 902 - Computer Applications and Business Systems Concepts (3-4 semester credits)
  BUS 903 - Financial Accounting (3-4 semester credits)
  BUS 904 - Managerial Accounting (3-4 semester credits)

KEY CONCEPTS GUIDING IAI…

01

2-year and 4-year institutions are **equal partners** in educating freshmen and sophomores in Illinois

02

Faculty members should take primary responsibility for developing and maintaining program and course articulation

03

Institutions must work together to assure that lower-division **courses** at both 2-year and 4-year institutions are comparable in **scope, quality, and academic rigor**

Panel Membership & Meetings

- IAI panels are centered around General Education and Major courses.

- [Panel membership](#) includes a specific number of faculty, academic officers, and transfer coordinators representing two- and four-year public and private colleges and universities serving three-year terms.

- **The primary role of panel members is to review submitted courses for alignment with the panel's descriptors and course approval criteria. Members also develop common understandings about course objectives and curriculum content, monitor changes and developments in the disciplines to ensure relevance and currency, and modify its recommendations based on disciplinary changes and developments, as necessary.**

- Panels meet every fall (between October 1 and early December) and spring (between March 1 and early May).

- Regular panel meetings are usually held from 10:00 a.m. to 2:30 p.m., though the exact timeframe may vary by panel.

- GECC panel meetings are held in person, with lunch provided by IAI, and include a remote attendance option. In contrast, nearly all Major panel meetings are conducted exclusively remotely.

- See the *Panel Member Training Manual*, pages 6-7, for more information about what to expect at the meetings.

The IAI Process: A Brief Overview

- Colleges and universities submit courses to the GECC and Major discipline panels for approval under a specific IAI descriptor code via the [iManage Course Submission & Review System](#).

    ➢ *Access to the iManage system is role-based (i.e. course submitters, panel members reviewing courses, and IAI administrators).*

- Course review by panel members takes place in two phases in the [iManage system](#): 1) review of the submitted course syllabus and supporting materials, discussion/comments, and preliminary voting prior to the panel's scheduled meeting, and 2) the full panel meeting where members discuss the preliminary votes and comments then come to a consensus on the final decision.

    ➢ *The time commitment to complete the course review process varies depending upon the panel's approval criteria and submission volume each season.*

- Remember that the submitted syllabus serves as a representation of what will be taught at the institution and how. Differences in opinion by panel members regarding each course is fine, but we ask that everyone be respectful and trust institutional integrity.

IAI Course Descriptor Example

BUS 901: Business Statistics (3-4 Semester Credits)

At the conclusion of this course, students will be able to:

- Determine appropriate mathematical techniques and statistical tests required to evaluate data in order to answer questions **related to business situations**.

- Identify and use statistical tools and quantitative reasoning to extract information from data, interpret the findings and demonstrate the ability to make and communicate informed **business decisions**.

- Determine and execute appropriate statistical tests **using historical business data** to evaluate current climate and infer population parameters.

Statistical Tools studied should include but are not limited to:

- Descriptive measures of populations and samples, central tendency and variability, probability theory, interval estimation, hypothesis tests of means and proportions, simple linear regression, chi square tests, and one-way analysis of variance

Special Note from the panel: The panel recommends that students take College Algebra before enrolling in BUS 901. In addition, the panel also strongly recommends that students take IAI MATH M1 906: Finite Mathematics or IAI MATH M1 900-1 College-level Calculus or IAI MAT M1-900B Business Calculus before they transfer, especially if they intend to transfer as a Business Major (or related field) at a 4 year institution.

IMPORTANT COURSE CONTENT NOTE: Courses seeking approval under this identifier cannot be a general statistics course; the course must clearly have a focus on business applications, and they must be integrated throughout the entire course. Representative syllabi should make this clear in both the course description, outcomes, and weekly topical outline. See the panel's

Course Approval Criteria Document Example: IAI Business Major Panel

In addition to ensuring alignment to the panel's course descriptor, institutions must also ensure all required information indicated in the panel's Course Approval Criteria document is submitted for panel review.

INSTITUTIONAL COURSE SUBMISSIONS

&

IAI PANEL REVIEW

The IAI Process in a nutshell:

1) Vetted courses are submitted by the Institutional Submitter through the iManage system to the appropriate IAI GECC and Major panel(s) every spring and fall.

2) Panel members review and vote in the iManage system on all New & Ongoing Review submitted courses using the panel's descriptors and course approval criteria to make decisions regarding approval for an IAI code*.

*(*Two phases: preliminary voting & final decision)*

What types of courses will I be reviewing?

Each GECC and Major panel will review only newly submitted and ongoing review courses assigned to that specific panel.

- **New Courses:** New courses are submitted to the panel to seek approval for the IAI code. These courses have not been reviewed as a part of the IAI process and require detailed review for alignment with the descriptor and accompanying panel documents.

- **Resubmitted New Courses:** New courses that were voted as Not Enough Information or Return in a previous panel season are resubmitted to the panel. These resubmitted courses are reviewed only for the comments and requirements sent to the institution during the previous decision. This is done in order that the panel does not have a moving benchmark for course review.

- **Ongoing Review Courses:** Courses that are currently approved for an IAI are called for ongoing review every five years. As the panel's approval criteria may change over time, ongoing review provides an opportunity to ensure the course is still aligned. These courses are currently approved and typically require only minor adjustments to keep in alignment with the panel's approval criteria and descriptor.

- **Resubmitted Ongoing Review Courses:** Resubmitted Ongoing Review that were voted as Not Enough Information or Return in a previous panel season are resubmitted to the panel. These resubmitted courses are reviewed only for the comments and requirements sent to the institution during the previous decision. This is done in order that the panel does not have a moving benchmark for course review.

What are my course review decision options?

After reviewing each submitted syllabus for alignment with the panel's descriptor and course approval criteria, you will be asked to enter your comments and votes into the iManage system where they will be viewable by your fellow panel members.

- **Approve:** A panelist votes to approve a course for the submitted IAI code if the course meets information the criteria in the course descriptor as well as the accompanying panel documents.
  - ➤ *Note that while "Approve with a Note" is not an iManage system voting option, you are welcome to vote approve and add notes indicating this is your preferred option so long as the institution is encouraged to do something specific on future submissions.*

- **Conditionally Approve:** Courses with alignment to the descriptor that require very few clarifications (such as a word-count or assignment count) may be conditionally approved. Institutions are then asked to provide the missing information or clarification, by a specific due date, to the panel co-chairs for final review and approval. In the event the institution does not provide the information, or the co-chairs are not satisfied, the course will not receive approval and will return in the next panel season for review by the full panel.

- **Not Enough Information:** Courses that show alignment, or potential for alignment with the descriptor but are missing required components necessary for review, may be voted as Not Enough Information. Courses missing panel requirements such as detailed topical outlines or labs are sent back to the institution with feedback on specific elements of the course that need clarification.

- **Needs More Discussion:** If unable to make a clear voting decision, panelists may vote for more discussion on the course. Please clearly describe the points of concern and/or needing clarification in the comments section to aid the full panel's discussion during the meeting.

- **Return:** Courses that do not show alignment and do not have potential for alignment with the panel's descriptor if some changes are made and/or more information is provided are returned to the institution. This decision is typically made when the panel understands that the required changes to bring the course into alignment would require approval by the institution's individual approval processes (curriculum committee or similar). *Note: Decisions of return are not recommended for ongoing review courses unless they clearly indicate drift and no longer align with the IAI code.*

What must be included in the submitted syllabus?

For each course, institutions need to provide detailed information within a current or recent representative instructor syllabus that demonstrates the course meets content and outcome standards for statewide transferability.

While the specific requirements can vary depending on the GECC or Major panel's approval criteria, below is a short list of the common syllabus components to be included within all course submissions:

- A Current Representative Instructor Syllabus containing:
  - Course offering information
  - Detailed weekly topical outline that goes beyond chapter numbers and titles
  - Textbooks and materials
  - Methods of assessing student outcomes and grades

See the *Panel Member Training Manual*, pages 10-11, for more details regarding syllabus components as well as additional notes on what to look for and/or major reasons that panelists have historically chosen to vote for Not Enough Information vs. Return.

The Course Review Process: Key Guidance & Reminders

- Before starting the course review process each season, review and be familiar with your panel's approval criteria and course descriptors which can be accessed [here](#).

- All submitted courses must be thoroughly reviewed, robustly commented on, and preliminarily voted on *before* the panel meeting. This preparatory work lays the essential groundwork for focused discussion, formal voting, and decision-making during the meeting, significantly improving both the efficiency and effectiveness of the panel's process.

- During your review in the iManage system, carefully note any missing topics or components that do not align with the panel's descriptor. These observations should be entered in the comments section when recording your vote. Comments are visible only to fellow panel members and IAI staff and may be used to help formulate the final decision communicated to the institution.

- While reviewing each course, reviewers should primarily ask themselves two key questions:
  - Does the course align with the panel's descriptor?
  - Does the submitted syllabus provide sufficient detail to demonstrate that all required topics – and, where applicable, course outcomes – are adequately addressed and met?

> *Please note: Unless the descriptor explicitly requires that a certain percentage of time be spent on a topic, the inclusion of that topic in the weekly topical outline is sufficient to meet the descriptor. Panels may not impose additional percentage-based content requirements that are not specified in the official descriptor.*

The Course Review Process: Key Guidance & Reminders *(continued)*

- The goal of course review is to ensure courses submitted to the identifier are transferable, not identical.

- Courses submitted for review are created by your peers and have already been through their various institutional review processes (curriculum committee, departmental approval, etc.).

- The panel cannot dictate how an institution's syllabus must be structured.

- The submitted syllabus is a representation of what will be taught at the institution. While there may be questions (e.g., how, who, and what), panels must trust and rely on institutional integrity.

- The IAI course review is a holistic approach, considering the entire syllabus, along with any additional documentation submitted by the institution.

- *NEW:* The purpose of the detailed weekly topical outline is to show the context in which the required topics of the descriptor are being taught. It is not and does not have to be a comprehensive list of everything covered in the course. *(Per Guidance Memo re. Course Review & Weekly Topical Outlines, September 2025.)*

- While consistency in course decisions is important, reasonable flexibility by panel members is also strongly encouraged.

DEMO:
The iManage Course Submission & Review System

Illinois Board of Higher Education / Illinois Commu...

Website Disclaimer Statement

Ask a Transfer Question/Issue

IAI Panel Members

IAI Course Submitters

TCs and Advisors

IAI Policy Documents

iManage

IAI Calendar

Participating IAI Institutions

Stay Connected

QUESTIONS...

itransfer@itransfer.org