END OF SEASON UPDATES – FALL 2019

Housekeeping Items –

- The iai@itransfer.org email address has been discontinued; please use itransfer@itransfer.org to reach the iTransfer team.
- IAI Database information for your institutions: IAI Submitters and articulation experts are asked to check their school's IAI database listing annually to ensure all courses listed are still being offered by the institution. IAI staff are receiving reports of outdated information for several institutions, however we do not have any automated means to verify course status and update your IAI database of courses. It is up to the institution to maintain accurate information such as course titles. This becomes of higher importance as IAI regularly sends a flat file to MyCreditsTransfer and your IAI courses won't reflect properly in that transfer tool if the IAI database is inaccurate.

Audits Continue –

- The Ongoing Course Review Audit will begin this summer. IAI staff will be contacting institutions about courses that have been called by the system for ongoing review but either have not been submitted or were submitted and not approved by the panels. Institutions are encouraged to review their "pending action" lists and act on courses now that are old and lingering. If you need help in reviewing these items, work with Krista to plan appropriate action. The "**ALL PANEL Pending Action list**" can be find in the light blue iManage navigation box on the left hand side of your screen.
- Due to the audit of the GECC package for institutions, you will find our participating institution page looks a little different. Some schools have been moved from full-participant to receiving-only due to audit results but may be returned to full status in the future pending further institutional action.

Important Panel Updates –

- In general, the panels continue to update and refine descriptions as well as panel criteria documents. Be sure to review these BEFORE submitting documents and courses to the panels.
- Highlight changes to documents when resubmitting courses to answer panel concerns. This allows panel members to easily find the changed material in the review process.
- The panel members can and do review previous submission materials to locate updated information. They can easily tell when the same document with no changes has been resubmitted. Resubmitting old and/or unchanged information proves to be a waste of time and frustrating for both the institutions and panels.
- Try to use the same syllabus all the way through the process whenever possible. Only change materials when the panel requests a different syllabus as in going from a master syllabus to the representative instructor syllabus, one given to the students.
- When submitting syllabi, the representative instructor syllabus which is given to the students should be the document sent to the panels.

- For current description updates, check the website at http://itransfer.org/courses/descriptors.php, the full list of active general education courses with titles and/or the full list of active major courses with titles.
  - M1902 was completely revised by the GECC Math panel; please review this descriptor before submitting in order to ensure your course aligns with the current descriptor.
  - S6902 was tweaked/clarified by the GECC SBS panel.
  - There are several new descriptors available for submission in the GECC SBS and HFA panels. They are exciting additions to the IAI course bank so please be sure to take this opportunity to submit new courses and pursue additional IAI course approvals!
- The Submission deadlines for Spring are as follows:
  - **The preferred submission deadline is February 15th at 5:00 pm**. This allows panels meeting early in the season plenty of time to start reviewing courses.
  - **The final deadline for submission for the spring review period is Monday, March 2nd at 5:00 pm.** The first of March falls on Sunday so we will accept courses through Monday afternoon. Any courses received after 5:00 pm on Monday will be loaded for review in the fall '20 review session. Extensions can't be granted because panels begin meeting that Friday. Thanks for your understanding and hard work in making submissions for the spring semester review.
- We've updated and moved the Track the Status of Institutional Courses from the Course Review system. It can be found in the light blue iManage navigation box on the left hand side of your screen as **(NEW) Track My Institutional Courses**, beneath the "**ALL PANEL Pending Action list.**" It is also on the main landing page for iManage.
- Let us know if you need help with submissions, course questions, or training as you work toward getting your courses in to the panels.

Other Items –

- We're hard at work on the new dashboard for institutional contacts and course submitters which will be in iManage. We'll let you know when we're ready to deploy it.
- We are reviewing **the iTransfer.org site** and are working to improve usability. We are adding new items to help all our users get the information needed for transfer and IAI. If you have thoughts, suggestions for enhancements, or concepts you'd like to share, please let us know!
- Thanks for all you do to support the Illinois Articulation Initiative and the transfer students of Illinois! It is because of your dedication that Illinois is #1 in transfer in the U.S.