



KANSAS TRANSFER AND ARTICULATION COUNCIL OPERATING PROCEDURES

Overview

At the heart of the Kansas transfer system is the discipline-level examination of courses and the articulation of learning outcomes associated with each course. The work of course transfer and articulation is carried out by faculty within disciplines from each of the public, post-secondary institutions in the state.

The Kansas Board of Regents (KBOR) provides a Transfer and Articulation Council (TAAC) with oversight responsibility for implementing the Board's transfer and articulation policy and to facilitate transfer and articulation across the system.

Vision

Student course transfer within Kansas higher education will be a seamless process characterized by access, transparency, efficiency, and quality assurance.

Mission

The TAAC mission is to create structures and processes that facilitate student course transfer and degree completion within Kansas higher education, including:

1. Identify courses acceptable for systemwide articulation and transfer with a focus on lower division general education courses and introductory courses to majors;
2. Create an effective, faculty-led structure for discipline level course articulations based on learning outcomes;
3. Ensure that appeals processes exist:
 - a. for individual students at the institutional level; and
 - b. at the system level to ensure equitable resolution of transfer concerns between institutions;
4. Address barriers to inter-institutional cooperation as they arise;
5. Use learning outcomes to determine course equivalency; and
6. Implement a clear and ongoing transfer structure.

Charge

The general charge given to the TAAC includes authority to:

1. Direct the Kansas Core Outcomes Groups with specific course articulations;
2. Adjudicate any disagreement from the Kansas Core Outcomes Groups;
3. Provide final recommendation on systemwide transfer courses to the Board;
4. Assure quality and adherence to agreed-upon learning outcomes of courses articulated across the institutions; and
5. Review proposed revisions to Board policies and bring forward issues and trends that affect transfer and articulation.

Additionally, TAAC oversees communications to the institutions concerning the Course Equivalency Guide and approved core outcomes, including:

1. A communications path established to the administration, academic offices, and functional units (including admissions & registrar) for all institutions.
2. Any updates or changes to policy, procedure, or course approvals.

Communication

The TAAC is committed to strengthening communication with all stakeholders in Systemwide Transfer (SWT). The Transfer and Articulation website will be the main approach for dissemination of information, including links to all public postsecondary institutions. Institutional transfer webpages should include:

1. The course transfer and reverse transfer logos (available from KBOR),
2. A point of contact with email and phone information, and
3. An institutional appeal process.

TAAC MEMBERSHIP AND SUBCOMMITTEE TASKS

Membership Structure

The Kansas Board of Regents Vice President for Academic Affairs appoints all nominations for membership on the council, and recommends co-chairs, one from the two-year sector and one from the four-year sector. Members of TAAC are nominated by his/her institution or by the Kansas Council of Instructional Administrators (KCIA) and appointed for rotating three-year terms. TAAC ratifies the appointment of the co-chairs.

The four-year sector shall have at least nine members:

1. One representative from each institution
2. At least two faculty members at large
3. Other representatives from various roles as deemed necessary

The two-year colleges have the same representation with at least two members representing technical colleges. A representative from Washburn University serves on the council. Student representation is strongly encouraged and is solicited from the Student Advisory Committee. A Regent member appointed by the Board Chair shall serve, and a staff member from Academic Affairs shall coordinate the council and serve as an ex-officio member. TAAC reserves the right to include other representation on the council as deemed appropriate and necessary. TAAC provides status reports, as necessary, to the System Council of Chief Academic Officers (SCOCAO). Any member of TAAC who is unable to attend three consecutive meetings will be consulted about their participation and may be replaced. TAAC members will also serve on one subcommittee:

Core Outcomes Subcommittee

1. Recommends courses to TAAC for review or articulation by KCOG.
2. Reviews KCOG course reports and recommends approval to TAAC.
3. Reviews TAAC policy and procedure documents.
4. Trains Chairs and Liaisons about KCOG processes prior to the annual conference.
5. Oversees the adjudication process for institutional disputes related to articulation of core outcomes and inclusion in the Common Course Matrix (see Kansas Systemwide Appeal Process, below).

Quality Assurance Subcommittee

1. Analyzes data on transfer courses and transfer student success across institutions.
2. Reports data findings annually.

KANSAS SYSTEMWIDE TRANSFER APPEAL PROCESS

Conditions of Appeal

The Kansas Board of Regents established a Transfer and Articulation Council (TAAC) in 2011, to provide oversight and implementation of the Board's transfer and articulation policy. TAAC's mission is to create structures and processes that facilitate student course transfer and degree completion within Kansas higher education, while assuring quality and adherence to the agreed-upon learning outcomes of systemwide courses. A systemwide appeal process ensures equitable resolution of course transfer concerns between institutions, and institutional appeal processes ensure students a clear path for petitioning disputes regarding course transfer decisions on individual campuses. Cases may be appealed in which institutions are unable to resolve disagreements regarding transferring a course approved by the Kansas Board of Regents for systemwide transfer. In such cases, institutions may submit an appeal to the Kansas Board of Regents Vice President for Academic Affairs within 30 calendar days of notification of a transfer denial, or other unresolved concerns.

These conditions are required for systemwide appeals:

1. The course being appealed must be approved for systemwide transfer;
2. The parties must have exhausted the appeal processes at the institutional levels* (refer to campus websites listed below containing campus-level appeal processes); and
3. The appealing institution can provide evidence of decisions made by the other institution were inconsistent with the Kansas systemwide transfer policy.

To initiate the systemwide appeal process, a written request must be submitted to the Kansas Board of Regents Vice President for Academic Affairs. Each request must include the following:

1. Written documentation that the appeal processes and discussions for resolution have been exhausted at both institutions;
2. Supporting documents, which could include course descriptions, course syllabi, course objectives, learning outcomes, transcripts or other relevant information; and
3. Rationale as to why the appeal should be supported.

Appeal Procedures

1. Appeals must be submitted by the Chief Academic Officer or designee to the Kansas Board of Regents Vice President for Academic Affairs, who will refer the appeal to the Chair of the Quality Assurance Subcommittee of TAAC.
2. The Quality Assurance Subcommittee will review arguments and evidence presented in the appeal at the next regularly scheduled meeting and make a recommendation to the full TAAC.
3. TAAC reviews the recommendation of the Quality Assurance Subcommittee; decides to approve or deny the appeal; and will inform all parties involved.
 - a. If institutions accept the decision of TAAC, the process ends; or
 - b. If institutions disagree with the decision of TAAC, the Chief Academic Officer or designee can appeal to the Kansas Board of Regents President/CEO, or designee.
4. The President/CEO, or designee, will convene an *ad hoc* Appeal Subcommittee composed of three members of the TAAC, with one of the members being a Regent Board member. No member of the *ad hoc* Appeal Subcommittee may be from an institution involved in the appeal. The President/CEO, or designee, and the *ad hoc* Appeal Subcommittee will review all documentation provided through the systemwide appeal process, and will make a final determination, to either:
 - a. Uphold the decision of TAAC and require institutions to abide by that decision; or
 - b. Overturn the decision of TAAC, in which institutions are not required to implement TAAC's decision.

The following university websites list individual campus appeal procedures:

<https://www.emporia.edu/regist/com/policy.html>

<http://www.fhsu.edu/admissions/Transfer-students/transfer-credit-appeal/>

https://www.k-state.edu/undergradadmit/transferability_of_credit.html

<http://www.pittstate.edu/admission/information/transfer-student/transfer-equivalency-guides.dot>

<https://admissions.ku.edu/transfer-requirements-deadlines/transfer-college-credits/review-appeals-process>

<http://www.washburn.edu/admissions/undergraduate/transfer/transfer-guides.html>

<http://webs.wichita.edu/?u=registrar&p=/transfers/>

Kansas Core Outcomes Groups (KCOGs)

Kansas Core Outcomes Groups (KCOGs) are faculty-led discipline-specific groups comprised of representation from each public institution of higher education. General structure:

1. Reports to TAAC;
2. Receives its charge from TAAC; and
3. Reviews specific courses within the discipline to articulate learning outcomes and agree upon systemwide transfer of course credit.

General Charge to KCOGs

Discipline-specific KCOGs are required to meet annually, or as necessary, to discuss transfer, curriculum, and articulation of courses within a specific discipline. TAAC recommends courses for articulation and transfer, and assigns and charges KCOG for each relevant discipline. When TAAC determines that a discipline-specific KCOG needs to be formed, the chief academic officer of each institution will appoint a faculty member from the discipline. Each KCOG member has voting privileges on the discipline-specific KCOG. A liaison from TAAC is assigned to each KCOG as an *ex officio non-voting* member. The role of the TAAC liaison is to ensure that the mission of TAAC is carried out by the KCOG and that charges to the KCOG from TAAC are transmitted and followed in the work of the KCOG.

It is the responsibility of the discipline-specific KCOGs to accept the charge from TAAC:

- including any courses to examine for possible transfer and course equivalency,
- to identify additional courses to articulate for systemwide transfer as appropriate,
- to clarify the core learning outcomes for courses that will transfer as equivalent systemwide, and
- to review and re-certify articulated courses to ensure continued transfer at least every five years.

KCOG conference participants' preparation and efforts result in achieving the implementation of the Kansas Transfer System to ensure that the common courses and the ease of transfer across the community and technical colleges and four-year institutions.

TAAC will call an annual Core Outcomes conference of discipline-specific groups to articulate core outcomes of specific courses for systemwide transfer. The list of criteria used when recommending courses to review for systemwide transfer is not limited to, but will be considered initially:

1. Courses that facilitate timely degree completion
2. Courses that meet General Education requirements
3. Courses up for review (five-year cycle)
4. Frequency of transfer across institutions
5. Lower division instruction* (as defined in KBOR policy)
6. Number of institutions with course (minimum target of 12)
7. Number of KCOGs that can be accommodated
8. Recommendation of KCOGs

**lower-division instruction means course content and teaching at a level appropriate for first and second-year postsecondary students generally, but available to more advanced students who have no prior experience in the subject*

KCOG Conference Procedures

1. Each KCOG will articulate/revise essential core student learning outcomes for the identified course for implementation in Kansas Systemwide Transfer.
 - a. TAAC defines learning outcomes as observable, measurable actions that students will be able to perform upon successful completion of a course.
 - b. Each learning outcome should be clear, measurable, and follow the best practices of defining essential learning outcomes.
2. KCOG agendas should adhere to the published report format presented to the chair prior to the conference.
3. KCOG majority is defined as agreement on core outcomes by five of the seven four-year public institutions and eighteen of the twenty-five public community and technical colleges.
4. Each public institution shall have one voting representative per articulated course. Each public institution is entitled to vote on the core outcomes whether or not their institution offers such a course currently.
5. If the KCOG member fails to attend a KCOG conference, then the member will have an opportunity to review the minutes of the meeting and provide comments on action items. Failure to participate in the articulation of course outcomes will be taken as agreement with the KCOG majority.
6. If the KCOG reaches a stalemate on an articulation or transfer equivalency issue, TAAC serves as the final decision-making body.
7. Each KCOG will include the following recommendations to TAAC:
 - a. Confirm learning outcomes for current courses articulated within the discipline across the two- and four-year public institutions;
 - b. Articulate the learning outcomes of additional courses, as appropriate, and evaluate for transfer across the two- and four-year public institutions; and
 - c. Update and affirm the accuracy of the Course Equivalency Guide (CEG) for the specific discipline.
8. Each KCOG submits to TAAC a completed KCOG Report Form and approved discipline meeting notes within 14 days of each KCOG conference, including:
 - a. Institutions and names of KCOG members represented at the meeting;
 - b. New, confirmed or changed articulated outcomes for courses;
 - c. Summary of addressed agenda items that require follow up;
 - d. Minutes of the KCOG discipline meeting;
 - e. Programmatic changes under development:
 - i. identifying the impact of proposed programmatic changes under development at the community and technical colleges or universities which may affect the transferability of credits;
 - ii. identifying the impact of proposed changes on courses;
 - f. Date, location, time, chair, and tentative agenda items for the next meeting, if follow up from the annual conference is required; and
 - g. Recommendations for courses for possible articulation
9. Courses that are recommended for systemwide transfer and equivalency must be presented to TAAC for approval. TAAC adjudicates all disagreements within KCOG.

Kansas Public Institutions Wishing to Add Systemwide Transfer Courses Not Previously Offered

Kansas public institutions not offering SWT courses when courses are approved by the Board, but wish to add them later, may apply to add their course to the matrix by completing the application located at this website: http://www.kansasregents.org/academic_affairs/transfer-articulation/transfer_articulation_council.

INSTITUTIONAL CLARIFICATION AND ADJUDICATION PROCESS

In situations where questions arise from the KCOG reports because institutions have designated on the course information table that they have no equivalent course by noting “not offered” or did not provide any course information for transfer courses, the Core Outcomes Subcommittee may seek written explanation in these situations.

In seeking additional information and explanation, the institutions’ Chief Academic Officer will be sent:

1. Annual Core Outcomes Report - Institutional Clarification document
 - a. Identifies the discipline group, institutional name, voting representative from the institution who attended the Core Outcomes meeting, and the KRSN course name and number
 - b. States the institution designated “not offered” on the course information table or did not provide institutional course information for the course which is being recommended for equivalent transfer among the KS public higher education system
2. The Core Outcomes subcommittee request for written explanation for the “not offered” or missing equivalent course information
3. Core Outcomes for the course in question

The institution will return the document completed, signed and dated by the voting institutional representative, institutional department chair, Dean, and Chief Academic Officer or designee. It will be returned to Board staff for review by the Core Outcomes subcommittee. At the next regularly scheduled TAAC meeting, the Core Outcomes subcommittee will review the response and make a recommendation to the TAAC.

1. If additional clarification is needed, the institutional Chief Academic Officer or designee will be contacted with a follow-up request for additional information, questions to be answered, and further explanation that is needed.
2. TAAC will communicate the final recommendation to the institution’s Chief Academic Officer or designee.

MEMBER RESPONSIBILITIES

Board Office Transfer & Articulation Staff

The Kansas Board of Regents staff assigned to TAAC supports the Council, prepares the agenda for all TAAC meetings, prepares materials specific to TAAC, and maintains records & documents pertaining to TAAC meetings.

The Board Office staff assigned to support the KCOGs maintains a record of all KCOG meetings, communicates meeting dates and times for the KCOGs, prepares and sends agendas to all KCOG members and contacts the chair of the specific KCOG and TAAC Chair.

The Board Office staff assigned to support TAAC maintains a Common Course Matrix, which includes a list of courses articulated along with dates of approved outcomes. This list informs TAAC of the review cycle for all courses on the Common Course Matrix.

TAAC Liaison

Each KCOG has a liaison appointed to the group from the members of TAAC. The role of the TAAC Liaison is to communicate the vision, mission, and charge to the KCOG. Each TAAC liaison communicates

progress and any issues back to the Council.

1. During the KCOG meeting

- a. Communicate the annual charge and goals to the KCOG, including:
- b. Courses to be articulated
- c. Learning outcomes to be developed
- d. Courses to review to ensure continued articulation
- e. Respond to questions as appropriate
- f. Keep the meeting focused on the charge

2. After the KCOG meeting

- a. Review KCOG Report for:
- b. Action item clarity
- c. Items that need to be presented to TAAC
- d. Items requiring follow-up

Specific Responsibilities of the Chair of a KCOG

1. Before the meeting

- a. Review systemwide transfer information available on the Kansas Board of Regents' Website
- b. Review the outcomes of the course being articulated
- c. Coordinate details with Board office staff
- d. Be prepared to write common core outcomes

2. During the meeting

- a. Identify a Recorder to take the Meeting Notes
- b. Distribute the Attendance Sheet.
- c. Coordinate business items with the TAAC Liaison.
- d. Lead the members through all agenda items (writing core outcomes, voting, etc.)
- e. Update and confirm course equivalency information for courses under review; and
- f. Call for a vote on the outcomes.

3. After the meeting

- a. Review meeting notes and share with all voting faculty members before sending to Board staff.
- b. Work with the TAAC liaison to ensure accuracy of the KCOG Report
- c. Ensure that all documents are sent electronically to Board staff.
- d. Respond to Board staff and TAAC for clarification or additional action.

Host of a KCOG Meeting

1. Before the meeting

- a. Confirm with TAAC and Board Office staff, the date and time for the KCOG meeting.
- b. Schedule rooms and necessary A/V equipment.
- c. Make parking arrangements, prepare vouchers or code slips, and make signage arrangements
- d. Plan a no-host lunch and provide meal options with cost, RSVP deadline, etc. in an email to members.
(Optional: Provide refreshments and/or lunch.)
- e. Recommend lodging.
- f. Make special accommodation arrangements, as requested.

2. During the meeting

- a. Provide a short "Welcome" to attendees.
- b. Review "housekeeping" items: location of restrooms, water fountains, coffee shop, elevators; lunch plans; special events after the meeting, i.e. other state meetings, etc.
- c. Troubleshoot as necessary.

3. After the meeting

- a. Provide feedback for future meetings, as necessary.

TAAC ANNUAL MEETING SCHEDULE AND TIMELINE

TAAC will meet monthly at the Kansas Board of Regents offices, generally scheduled to coincide with monthly Board meetings. The tentative annual schedule for TAAC business will be as follows (with additional business as needed):

- June: Plan fall Core Outcomes meeting
 Determine liaison assignments
 Train liaisons for Core Outcomes meeting
 Name KCOG Chairs for discipline groups meeting in fall
- Sept./Oct.: Finalize plans for Core Outcomes meeting
 Train KCOG Chairs and Liaisons for annual meeting
 Begin review of KCOG reports
 Kansas Core Outcomes Meeting
 Debrief Core Outcomes meeting and discuss any issues
 Train KCOG Chairs and Liaisons for annual meeting
- November: Continue review of KCOG reports
 Approve outcomes/courses from KCOG reports Begin adjudication process, as needed
- December: Recommend new systemwide transfer courses to the Board of Regents
- January: Publish annual KCOG report. Verify newly approved course information with Chief
 Academic Officers, Registrars, and Institutional Research staff at all institutions
- February: Examine appropriate courses to be articulated at fall KCOG*
 Adjudicate transfer issues and hear appeals as needed
- March: Continue determining appropriate courses for fall KCOG Update Course Equivalency Guide
 and Matrix
- April: Continue updating Course Equivalency Guide and Matrix
 Solicit faculty participation/information at fall KCOG
 Review TAAC membership
 Monitor Institution websites for required transfer information
 Post new courses to transfer website, effective summer term
- May: Revise and update policy and procedures
 Begin Core Outcomes planning process
 Determine discipline groups needed for fall Kansas Core Outcomes Meeting

*Note: articulated outcomes for courses approved for Kansas Systemwide Transfer should be reviewed at least every five years. Discipline groups may decide to review outcomes more often, as the need arises. If intermediate review is recommended by the KCOG, KCOG must notify TAAC of its intent at least six months prior to the Core Outcomes Meeting at which review will be scheduled.