

To: Academic Admissions and Standards Team
Anthony DiMaggio, Chair

From: Eileen Tepatti, VPAS
Lesley Frederick, VPSS

Date: for September 25, 2013 Academic Admissions and Standards Team Meeting

Subject: Charge for workgroups to review remaining degrees

Last year we began the process of reviewing current LLCC degree requirements and standards to ensure that they are effective in meeting the needs of students. Not only is this good practice, it is the type of improvement practice expected by our accrediting body and our coordinating bodies.

To that end, we request that three workgroups under the umbrella of the Academic Admissions and Standards Team be constituted to conduct such reviews during the 2013-2014 academic year. The primary task of each workgroup shall be to review LLCC's transfer degrees requirements using the requirements for Transfer Degrees as stated in the Illinois Community College Board Program Manual and Illinois Articulation Initiative requirements as a framework. Any recommendations shall be brought back to the Academic Admissions and Standards Team. The AFA and AES workgroups should meet and complete their work by the end of the fall 2013 semester. The AA/AS workgroup should begin meeting at the beginning of the spring 2014 semester (January 2014) and either complete their work by the end of the spring 2014 semester, or provide a status report at the last Academic Admissions and Standards meeting in April/May.

Following are the workgroups and degrees for review this academic year:

Associate in Fine Arts (AFA) and Associate in Engineering Science (AES) Workgroups – These two separate work groups should consist of faculty and staff who can contribute to the review based on their experience with these very specific, focused transfer degrees. The AFA and AES degrees are designed specifically for students majoring in engineering and art/music. These degrees parallel the coursework which students attending universities in these programs typically experience during their first two years of study. They contain some general education coursework, but are weighted more heavily toward course work requirement for certain majors. Although students earning these degrees do not experience the benefits of meeting the IAI General Education Core curriculum, they should have little difficulty transferring in the same major to a four-year institution.

The AFA and AES workgroups should consist of the following:

AFA Workgroup:

- up to two faculty representing Art
- up to two faculty representing Music
- up to two faculty with overall knowledge in and experience with the GECC
- two individuals will be assigned based on their position at the college:
 - LLCC Director of Advising or designee
 - LLCC Transfer Coordinator

AES Workgroup:

- up to three faculty representing Engineering
- one or two faculty with overall knowledge in and experience with the GECC
- two individuals will be assigned based on their position at the college
 - LLCC Director of Advising or designee
 - LLCC Transfer Coordinator

Associate in Arts (AA) and Associate in Science (AS) Degrees Workgroup – The AA/AS transfer degrees are much broader in scope. LLCC is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions. Completion of the GECC at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied.

The AA/AS workgroup should consist of faculty and staff who can contribute to the review based on their knowledge of and experience with the GECC component of these transfer degrees. Ideally, the workgroup should consist of no more than 10 individuals.

Two faculty from each of the following groups (these groups are representative of the general education areas as described by the Illinois Articulation Initiative, not LLCC academic departments):

- Communications
- Social Sciences
- Humanities and Fine Arts
- Science and Mathematics

In addition, two individuals will be assigned based on their position at the college:

- LLCC Director of Advising or designee
- LLCC Transfer Coordinator

Workgroup members may be currently serving a term on the Academic Admissions and Standards Team or they may come from faculty and staff outside of the team membership. It is desirable that a simple majority of the workgroup *should* be drawn from the current team membership, but that is not necessary and may be entirely impossible for the AFA and AES workgroup.

The chair of the Academic Admissions and Standards team, the VPAS, and the VPSS shall finalize the membership of the three workgroups,

The members of the workgroups shall choose a chair for the purposes of facilitating meetings. The recorder for the Academic Admissions and Standards Team shall attend workgroup meetings and take notes. Given that there are multiple workgroups, another recorder may be identified to help with the note taking.

In conducting the review, the workgroups should review and take into consideration:

- the requirements for Transfer Degrees as stated in the Illinois Community College Board Program Manual
- the IAI requirements for the transfer degrees relevant to each workgroup (GECC and/or Majors Panels recommendations)
- the college's General Education Philosophy Statement and Student Learning Outcome Statements
- the college's current transfer degree requirements