<u>Voting on Conditionally Approved Courses</u>

A Walk-through for Panel Co-Chairs

One of the special activities that panel co-chairs agree to in preforming 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.

<u>Instructions:</u>

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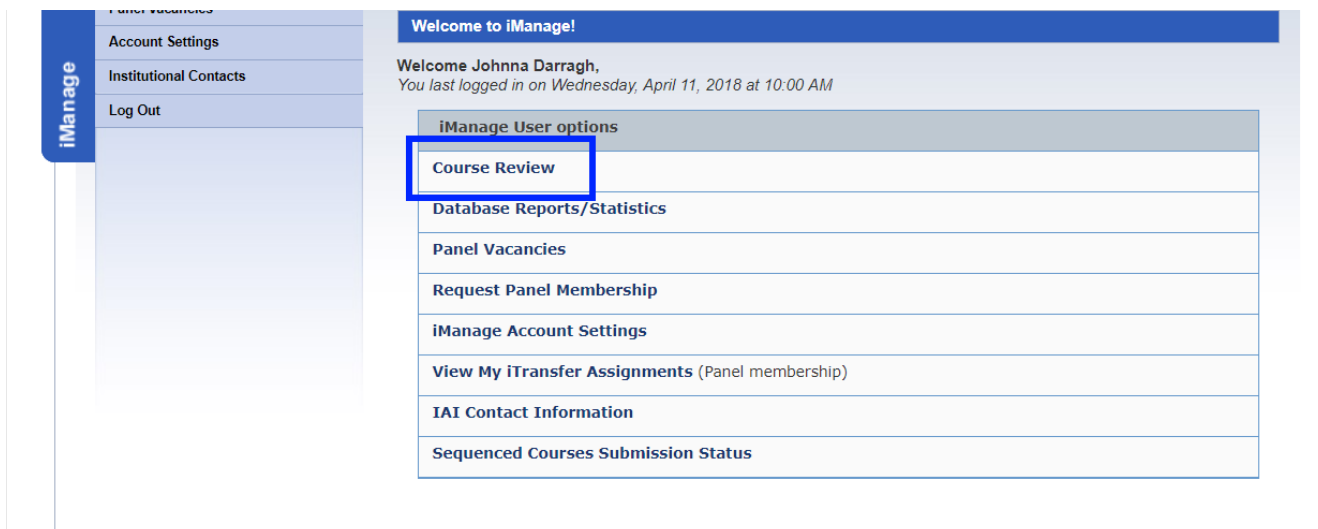
Once you have clicked that link, log in using your institutional credentials and the password you set. There is a walk through and video for resetting your password in the [training section](#) of the site.
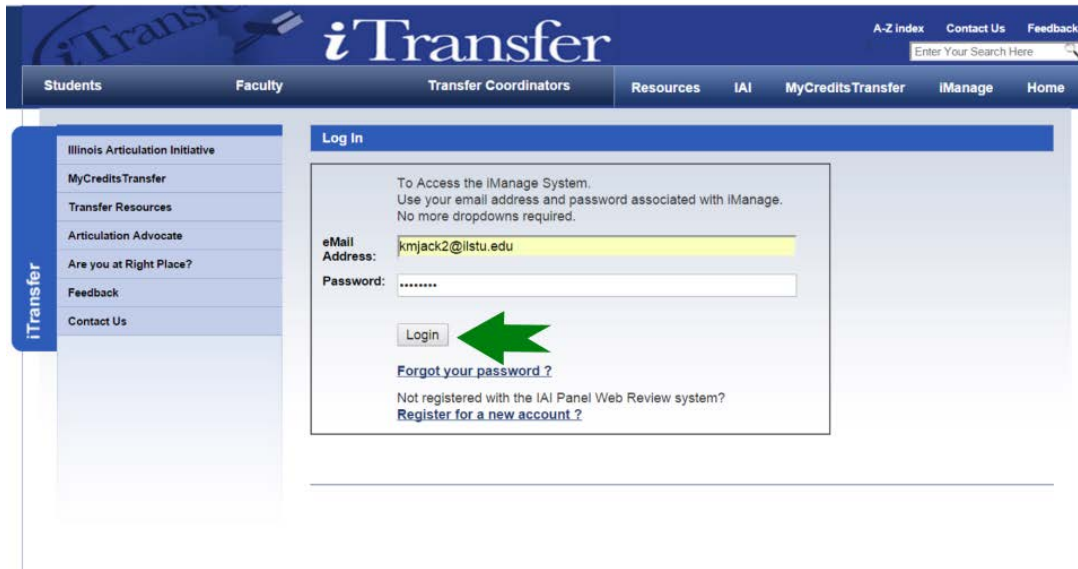
Once you log in, you will see the iManage-landing page.

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)."

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.

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

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

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 1:43 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 pf 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.

Panel Vacancies

Account Settings

Institutional Contacts

Log Out

iManage

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.
Encompassing conception through age eight and may include pre-adolescents/adolescents.

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.

Panel Vacancies

Account Settings

Institutional Contacts

Log Out

iManage

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 **iai@itransfer.org**.

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

Course Summary

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.

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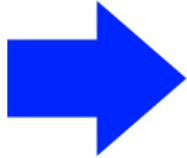
As you scroll through the page, you will find the voting information for the other co-chair if they have voted.

~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:	0
"Return/No" Vote:	0
"Not Enough Info" Vote:	1
Missing Vote:	1

Summary section

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)			
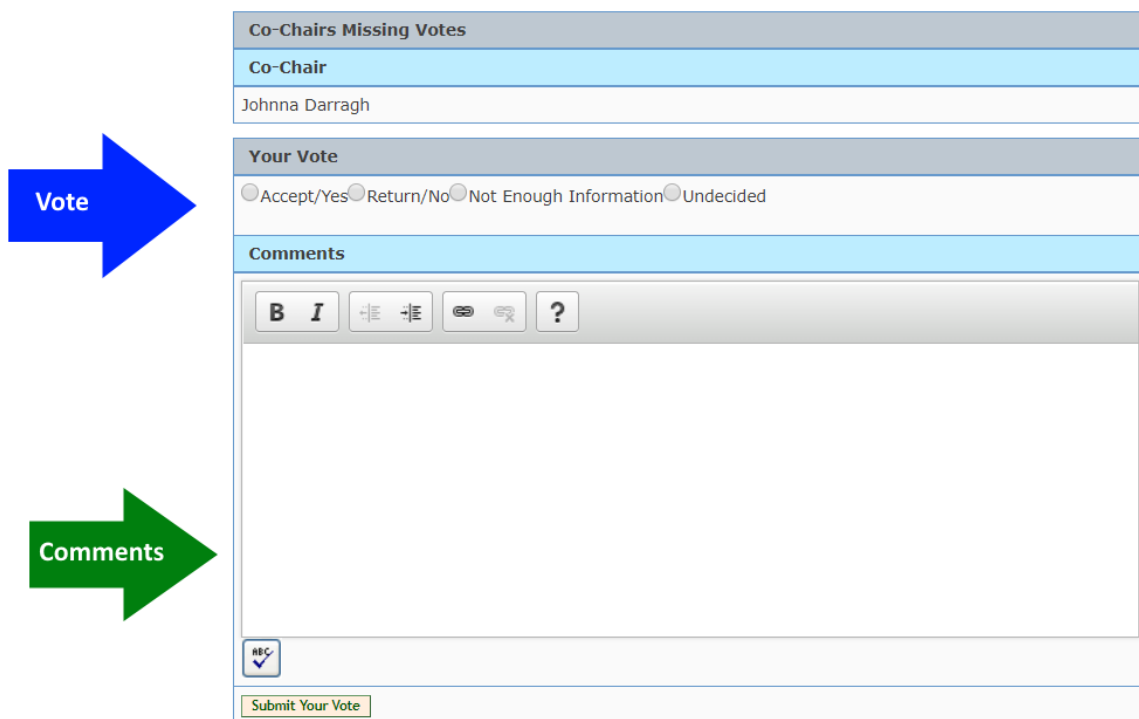
Co-Chairs Voting "Not Enough Information"		
Co-Chair	Date Voted	Comment
Patricia Steinhaus	May 17 2018 9:30AM	Although the additional files articulate well the assessments referenced in the course syllabus, the course objectives, as presented in the currently submitted syllabus, still are not well aligned with those specified by IAI for this course. What is not included is the demonstration of the dynamic anc 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 descritptor. In addition, the syllabus does not include a course schedule which maps out the topics, readings and assessments as they occur in the course.

Actual vote information from the co-chairs here

Co-Chairs Missing Votes

You can cast your vote at the bottom of the page.
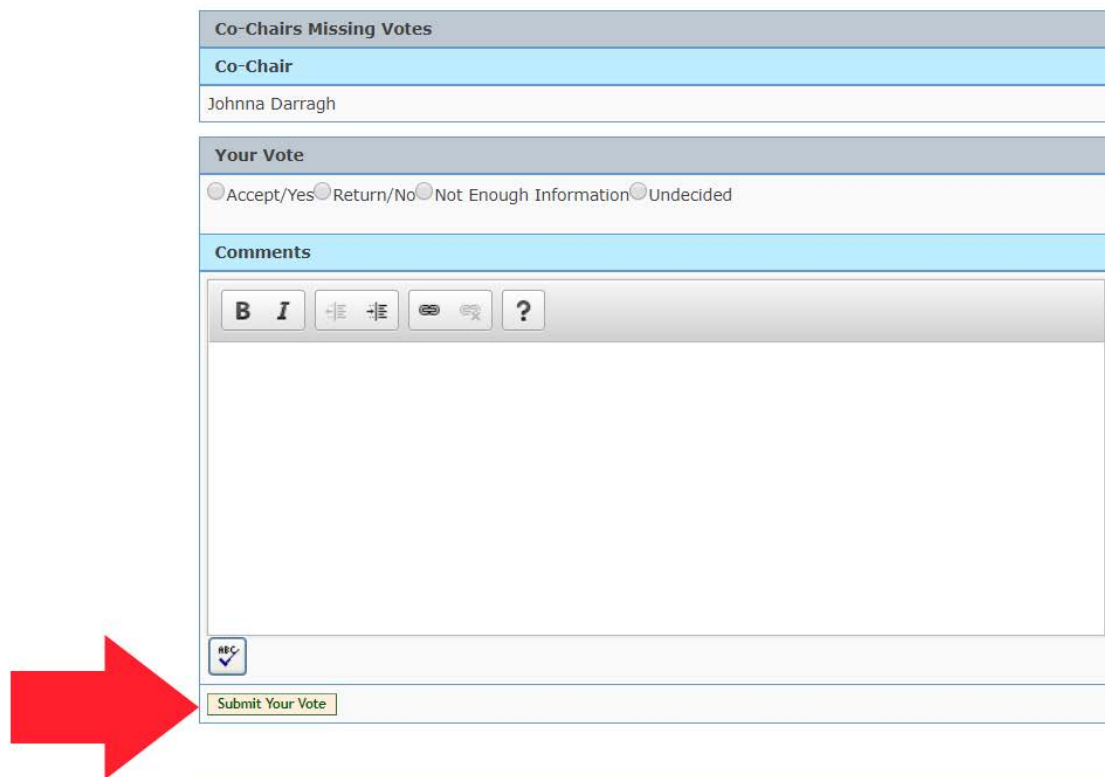
Good detail is especially helpful if not approving the course. We can share what you say with the institution to help them answer your further concerns.

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

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.