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# ILLINOIS ARTICULATION INITIATIVE

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To Facilitate Interinstitutional Transfer



**Illinois Board of Higher Education**  
1 North Old State Capitol Plaza,  
Suite 333  
Springfield, IL 62701-1377  
Tel: 217-782-2551  
Fax: 217-782-8548  
Amy Spies  
[spies@ibhe.org](mailto:spies@ibhe.org)

**Illinois Articulation Initiative & iTransfer.org**  
Malinda Aiello, Director  
Krista Jackson, Coordinator  
Campus Box 2202  
Normal, IL 61791-2202  
Tel: 309-438-8640  
[ittransfer@ittransfer.org](mailto:ittransfer@ittransfer.org)

**Illinois Community College Board**  
401 East Capitol Avenue  
Springfield, IL 62701-1711  
Tel: 217-785-0123  
Fax: 217-524-4981  
Melvin Harrison  
[Melvin.harrison@illinois.gov](mailto:Melvin.harrison@illinois.gov)

## Memo

To: IAI Participating Institutions  
From: Malinda Aiello, State Director of the Illinois Articulation Initiative  
Cc: Melvin Harrison (ICCB), Krista Jackson (IAI), and Amy Spies (IBHE)  
Date: August 31, 2020  
Re: IAI Ongoing Review Course Audit 2020 – Phase 2

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The Ongoing Course Review Process provides the means for the reapproval of courses to ensure they continue to meet the standards put in place by IAI and participating institutions. IAI staff are therefore conducting an audit, which will be done on an annual basis going forward, on all IAI-approved courses that have been called and/or submitted for ongoing review since Fall 2014. As a reminder, all institutions participating as either full-participant or receiving-only are required to comply with the submission of all GECC and major-approved courses called for ongoing review in a timely manner as indicated in the Illinois Articulation Initiative Policies & Procedures manual. (See the manual for more information regarding institutional requirements and the ongoing review process at: <https://ittransfer.org/downloads/Spring2020InstitutionalParticipationPolicy.pdf>)

The Ongoing Review Audit has been conducted in two phases: 1) The Phase 1 memo was sent on July 28 and covered all courses that have been called for ongoing review but have not yet been submitted by the institution, and 2) this Phase 2 memo covers all previously called ongoing review courses that have been submitted by the institution but were not approved (e.g., needs more information, returned) by the GECC and/or Major panel(s) therefore additional action must be taken.

Phase 2 of the 2020 Ongoing Review Course Audit has identified the following courses called by the iManage system and not approved by the panel(s) between Fall 2014 and Fall 2019 that have not yet been resubmitted with the panel required additional information and/or requested changes by the institution. Your immediate attention is required to resolve these outstanding courses. In order to facilitate proper evaluation, due to updates made to panel descriptions and approval criteria that occur over time, the following course(s) were called for Ongoing Review once again for the spring 2021 semester review process.

### **Required Action by the Institution:**

Action to resolve these courses should be taken in the iManage system at: <https://ittransfer.org/IAI/iManage/>.

1. **Resubmit all courses listed above to the identified GECC or Major panel(s) no later than March 1, 2021. Resubmissions must address all previous panel concerns by including all required additional information, changes, and/or clarifications that were lacking in the previous submissions.** (Note that we encourage the submission of these courses for review during the Fall '20 panel season but realize some institutions may need more time due to the COVID-19 pandemic. The fall submission deadline is October 1, 2020.); and/or,
2. **If the institution accepts the panel's Not Enough Information or Returned decision and thereby does not want to resubmit the course for further consideration, the institution shall formally "accept" the decision and end the course in the IAI database by May 15, 2021.** Full-participants must always maintain a complete GECC package, whereas receiving-only institutions may end IAI courses if desired. Please contact the IAI Coordinator for assistance with ending courses in the IAI database.

**Courses that are not submitted back to the panel or ended by the indicated dates above will result in IAI staff administratively ending all the institution's outstanding ongoing review courses in the IAI database with an effective date of 08/15/2021.**

Thank you for your prompt attention and action on these course(s). If you have questions about the audit finding(s), the process for submitting courses in the iManage system, or any other IAI questions, please feel free to contact Krista Jackson, IAI Coordinator, at [itransfer@itransfer.org](mailto:itransfer@itransfer.org) or by calling 309-438-8640.

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**Important Information Regarding Historical Ongoing Review Courses &  
New Courses Needing Further Action:**

- Ongoing Review courses requiring further action that were found to be historical courses and no longer in the institutional database were administratively archived. No additional action is required by the institution for archived courses.
- New courses with decisions that were more than three (3) semesters old have been administratively archived. If an institution would like the panel to review the course again, it must be submitted as a new course rather than as a resubmitted course.
  - **Rationale:** IAI GECC and Major panels are tasked with the responsibility of ensuring their [course descriptions](#) are kept up-to-date based on changes and trends in the discipline. The panels may also make changes to their [Course Approval Criteria documents](#) in order to keep submission requirements clear and updated. Subsequently, institutions that do not resubmit within one or two seasons of the last decision may find that they are resubmitting courses against outdated information.
- As a reminder, appropriate staff and faculty are encouraged to check the panel's course description and course approval criteria, then review the institution's syllabus to determine if changes or additional information is needed prior to submitting a course for panel review.