
ILLINOIS ARTICULATION INITIATIVE

To Facilitate Interinstitutional Transfer

Illinois Board of Higher Education

431 East Adams, Second Floor
Springfield, IL 62701-1418
tel: 217/557-7356
fax: 217/782-8548
aiello@ibhe.org

Illinois Community College Board

401 East Capitol Avenue
Springfield, IL 62701-1711
tel: 217/524-5503
fax: 217/785-0090
Ashley.Becker@illinois.gov

To: Member's Name
CC: CAO/Provost/IAI Contact, if appropriate
Date: July 8, 2021
Re: Restructuring of the IAI Steering Panel, Invitation of Membership

Dear (person's name), As you may be aware, the Illinois Board of Higher Education and Illinois Community College Board have been reviewing and restructuring the functionality and membership of the IAI Steering Panel. It has been determined that the panel will have 25 members in the follow structure:

- IBHE – 1 seat
- ICCB – 1 seat
- IAI Team – 2 seats
- GECC Co-Chairs – 6 seats (panel co-chairs will rotate who attends each meeting)
- Transfer Coordinator Group Co-Chair – 1 seat (panel co-chairs will rotate who attends)
- Transfer Coordinators – 3 seats
 - Public 4 year – 1 seat
 - Public 2 year – 1 seat
 - Private 2/4 – 1 seat
- Registrar – 2 seats
 - Public 4 year – 1 seat
 - Public 2 year – 1 seat
- CAO/Provost – 5 seats
 - Public 4 year – 2 seats
 - Public 2 year – 2 seats
 - Private 2/4 – 1 seat
- CSSO – 2 seats (Chief Student Service Officer)
 - Public 4 year – 1 seat
 - Public 2 year – 1 seat
- Board-appointed seats – 2
 - IBHE appointee – 1
 - ICCB appointee – 1

You are receiving this invitation to serve as a member on the IAI Steering panel to fill the (position details) vacancy. Membership on the panel requires attendance/participation at each panel meeting held in the spring and fall semesters, usually in late April or early May and in mid to late November or early December on a Thursday or Friday. There are opportunities to participate remotely via conference call when necessary. In addition to participation in the Steering Panel meetings, there may be issues, topics, and other needs that present themselves that will require participation in additional conference calls or email exchanges. The Steering Panel will serve to allow discussions and planning for transfer, IAI, and other related initiatives/activities within the state as well as policies and activities related to the Illinois Articulation Initiative. You may be asked to perform research, make queries, and participate in other scholarly activities to assist the Boards, the panel, and IAI representatives in determining appropriate actions and policies.

There are policies regarding membership you should be aware you are agreeing to honor in accepting this invitation to serve. Policies regarding attendance and terms can be found in the Policy and Procedures Manual.

- Individual membership on a panel will be for a term of three (3) years.
- If a panel member misses more than 2 consecutive meetings, he or she may be removed. Attendance consists of in-person or via virtual participation. Voting does not constitute attendance.
- If a panel vacancy should occur before the member's term has expired, via removal, resignation, or otherwise, IBHE and ICCB staff will appoint a new member.

Please feel free to contact us regarding questions or concerns about this invitation, participation and membership on the panel, or about IAI and the new Steering panel. You can talk with any IAI staff member referenced in this invitation. If you wish to serve as a member on the panel, please email IAI staff at administrators@itransfer.org or call Krista Jackson at 309-438-8640 by February 15th. We will begin seeking alternative members promptly on February 16th. Finally, we want to thank you for your time and consideration of this invitation. If you choose to accept the invitation, you will receive an additional email when we assign you to the panel as well as details on the meeting on May 5th at 10:00 am.

Regards and Best Wishes,

Malinda Aiello

Assistant Director for Academic Affairs
& IAI Panel Manager
Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, IL 62701-1377
(217) 557-7355 - phone
(217) 782-8548 - fax
aiello@ibhe.org

Ashley Becker, Ph.D.

Director of Academic Affairs
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701-1711
Phone: [217-524-5503](tel:217-524-5503)

Krista Jackson

IAI and iTransfer.org Coordinator
309-438-8640
direct email: itransfer@itransfer.org
IAI Team email: iai@itransfer.org
www.itransfer.org