

Appendix F

Procedure to Recommend Revision to the Transfer Course List

As articulation among the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and The University of North Carolina (UNC) is a dynamic process, occasional revisions to the list of community colleges courses approved for transfer is necessary. Consequently, the following procedures will be used to recommend that specific revisions be made to the Comprehensive Articulation Agreement.

Revised Status of Course

Pre-Major/Elective Course Status to General Education Core Course Status

Courses already identified on the list of approved transfer courses, as pre-major/electives will be recommended as general education core courses following this procedure:

- 1) The Chief Academic Officer of any subscribing institution submits a written request for a change in course status to the Chief Academic Officer of the respective system. The request should include the rationale for the revised status.
- 2) The system Chief Academic Officer then submits the request for action to the members of the Transfer Advisory Committee (TAC) thirty days prior to the TAC meeting.
- 3) The Transfer Advisory Committee reviews the request. Any member of the TAC may request that a course be referred to the Faculty Review Committee. For all courses that are approved unanimously, the committee records their action and rationale of action.
- 4) The NC Community College System Office will distribute notification of action taken to the requesting college or to the entire NC Community College System if applicable. The UNC Office of the President or the NCICU office will distribute notice of actions as appropriate to their respective campuses and colleges.

Addition/Deletion of Courses on Transfer List

Because of accrediting issues and/or substantial impact of college transfer programs system-wide, courses in the Common Course Library that are not on the transfer list will be recommended for inclusion; or courses that are on the transfer list and that will be recommended for deletion will use the following process:

- 1) The Chief Academic Officer of any subscribing institution submits a written request to the Chief Academic Officer of the respective system for the addition of a course to the transfer list either as a pre-major/elective or as a general education core course or the removal of a course from the list.

- 2) The NCCCS Office acts on a community college request by soliciting a response from all community colleges approved to offer the course, and a two-thirds favorable response is required for the change to be pursued. The CAO's at UNC and NCICU may seek input from their respective campuses and colleges as they deem appropriate.
- 3) The system Chief Academic Officer then submits the request for action to the members of the Transfer Advisory Committee (TAC) thirty days prior to the TAC meeting.
- 4) The Transfer Advisory Committee reviews the request. Any member of the TAC may request that a course be referred to the Faculty Review Committee. For all courses that are approved unanimously, the committee records their action and rationale of action.
- 5) The NC Community College System Office will distribute notification of action taken to the requesting college or to the entire NC Community College System if applicable. The UNC Office of the President or the NCICU office will distribute notice of actions as appropriate to their respective campuses and colleges.

Addition of a new course from the Common Course Library (CCL) to the Transfer Course List

Colleges often respond to their community needs by proposing the addition of new courses from the Common Course Library. When these proposed courses are intended to be used in Associate in Arts (AA), Associate in Science (AS) or Associate in Fine Arts (AFA) programs, the following process should be used:

- 1) The Chief Academic Officer of a community college submits a written request to the Vice President of Academic and Student Services for the addition of a new course to the CCL. This request should also indicate that the proposed course should be considered for addition to the Transfer Course List.
- 2) The System Office staff prepares the request of the addition of the CCL course for the review by the Curriculum Review Committee (CRC).
- 3) The CRC will decide if the course is appropriate as an addition for the CCL.
- 4) If the CRC's action is favorable, the Associate Vice President of Academic and Student Services will submit the request for action to the members of the Transfer Advisory Committee (TAC) thirty days prior to the TAC meeting.
- 5) The Transfer Advisory Committee reviews the request. Any member of the TAC may request that a course be referred to the Faculty Review Committee. For all courses that are approved unanimously, the committee records their action and rationale of action.

- 6) If the CRC approves the addition of the new course to the CCL, but the TAC does not approve the addition of the course to the Transfer Course List then the course will be designated for AAS use only or removed from the CCL depending on the intent of the initial request.
- 7) The NC Community College System Office will distribute notification of action(s) taken to the requesting college or to the entire NC Community College System if applicable.

The Faculty Review Process

Any member of the TAC may request that a course under consideration be forwarded to the Faculty Review Committee. The Faculty Review Committee will be asked to review the course and the proposed action.

- 1) The Faculty Review Committee will consist of the following representatives:
- 2) 3 UNC faculty members
- 3) 3 NCICU faculty members
- 4) 3 NCCCS faculty members
- 5) Representation across all the general education core areas including, but not limited to: English, humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.
- 6) Appointments to the committee will be for three years, but may be renewed.
- 7) The Faculty Review Committee will receive a request to review a course(s) from the assigned representative(s) of the TAC within one week of the TAC meeting where the request was made.
- 8) Faculty will be asked to forward their comments, suggestions, and recommendations to one faculty representative from each of the three entities. These three faculty members will then forward a composite report and recommendation to the assigned representative(s) of the TAC prior to the next scheduled TAC meeting.

The assigned representative(s) of the TAC will report the results of the Faculty Review Committee at the next TAC scheduled meeting for action.

Approval of the requested action will require a 2/3 majority of the TAC members.