

## **Appendix C**

### **Transfer Advisory Committee Procedures**

Because articulation between the North Carolina Community College System and The University of North Carolina is a dynamic process, occasional modifications to the CAA may be necessary. These modifications may include the addition, deletion, and modification of courses on the transfer list, addition and revision of pre-majors, and changes in course designation from general education core to electives. The TAC will receive requests for modification only upon the recommendation of the chief academic officer of the NCCCS or UNC. Additions, deletions, and modifications may be subject to faculty review under the direction of the TAC. Because the modification process involves faculty and administrative review, this process may require up to 12 months for final action.

Course work detailed under the CAA general education core or under approved pre-majors will be accepted as agreed upon. Questions arising over the use of electives in meeting institution-specific graduation requirements may be appealed to the chief academic officer of the receiving institution.

#### **Procedure to Recommend Revision to the Transfer Course List**

Occasional revisions to the list of community college courses approved for transfer are necessary. Consequently, the following procedures will be used to recommend that specific revisions be made to the CAA.

#### **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 (CAO) of any subscribing institution submits a written request for a change in course status to the CAO of the respective system. The request should include the rationale for the revised status.
2. The system CAO then submits the request for action to the Transfer Advisory Committee (TAC) thirty days prior to the TAC meeting.
3. The TAC 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 North Carolina Community College System Office will distribute notification of action taken to the requesting college or to the entire North Carolina Community College System, if applicable. The UNC General Administration will distribute notice of actions as appropriate to its campuses.

## **Addition/Deletion of Courses on Transfer List**

Because of accrediting issues and/or substantial impact of college transfer programs system-wide, courses in the Combined 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 CAO of any subscribing institution submits a written request to the CAO 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 at UNC may seek input from its respective campuses as he/she deems appropriate.
3. The system CAO then submits the request for action to the TAC thirty days prior to the TAC meeting.
4. The TAC 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 NCCCS Office will distribute notification of action taken to the requesting college or to the entire North Carolina Community College System, if applicable. The UNC General Administration will distribute notice of actions as appropriate to its campuses.

## **Addition of a new course from the Combined Course Library (CCL) to the Transfer Course List**

Colleges often respond to their community needs by proposing the addition of new courses from the CCL. 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 CAO 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 NCCCS 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 Vice President of Academic and Student Services will submit the request for action to the TAC thirty days prior to the TAC meeting.
5. The TAC 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 A.A.S. use only or removed from the CCL depending on the intent of the initial request.
7. The North Carolina Community College System Office will distribute notification of action(s) taken to the requesting college or to the entire North Carolina 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:
  - a. 3 UNC faculty members
  - b. 3 NCCCS faculty members
2. Representation across all the general education core areas including, but not limited to: English; humanities/fine arts; natural sciences and mathematics; and social/behavioral sciences.
3. Appointments to the committee will be for three years but may be renewed.
4. 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.
5. Faculty will be asked to forward their comments, suggestions, and recommendations to one faculty representative from each sector. 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 majority of the TAC members.