**Workshop on 2+2 Development**

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1. Benefits
2. Development Procedures
3. Steps for Drafting the Course Guides
	1. Catalog Sample
	2. Course Articulation
	3. Sample Formatting
4. Relationships
5. Renewal Process and Maintenance

**2+2 Benefits**

1. Building Relationships with CC colleagues helps in recruitment
	1. Creates awareness within the CC academic discipline
	2. Results in a pipeline of prospective students
	3. Helps our awareness with transfer student needs
2. 2+2’s helpful advising tool for CC
	1. 2+2 One page guides make it easy for CC faculty to provide to students
	2. Puts students on track for EIU yield
3. 2+2 Guides marketed on websites
	1. EIU at <https://www.eiu.edu/transfer/agreements>
	2. Posted on CC websites
	3. Often in CC catalogs
4. Articulation is vital to recruitment
	1. How courses articulate is the #1 concern of prospective transfers
	2. Providing articulation information up front attracts students to the discipline
		1. Validates what they are bringing to the table
		2. Meets return on investment needs of student
5. Course to course articulation accessible to students and advisors
	1. Transferology
	2. Substitution Lists
6. “Transfer-friendly” is often evaluated by course to course articulation
	1. Students want credit for the content they have covered
	2. Students don’t want to repeat concepts after transferring
	3. One of the criteria on the Phi Theta Kappa Honor Roll
		1. National Recognition
		2. EIU made their Honor Roll list for excellence in community college transfer pathways.

Program-level Articulation Agreement Development Procedures

1. EIU department chair or designee (often Transfer Coordinator) makes initial contacts and identifies mutual interest and authority to proceed with development of an articulation agreement with community college counterparts;
2. EIU department chair or designee develops/drafts a course articulation matrix for baccalaureate-oriented associate degree or Associates in Applied Sciences (A.A.S.) degree articulation to specified EIU baccalaureate degree(s). It is good to use a designated format for the course matrix. This is helpful for maintenance and review of future agreements.
3. The draft of the course articulation matrix is sent to the Transfer Coordinator for internal review and comment. Articulation, database entry, and tracking should match the suggested course matrix. The comments and any suggested revisions are sent to the department chair or designee.
	1. Articulation Change Request Form available on Registrar’s website (<https://www.eiu.edu/registra/files/CourseArticulationChangeRequest.pdf>)
	2. Copy to Transfer Coordinator for Substitution List Updates
4. Faculty from EIU and Community College (CC) should communicate and establish a working relationship. Collaboration on articulation and possible student interaction with department is encouraged.
	1. Continued Communication throughout year helps with relationships and collaboration
	2. Connection with CC faculty assists with recruitment and pipeline of students.
5. Revised articulation matrix is forwarded to the community college Transfer Coordinator and Department Contact for their internal review process. Once changes are received from the community college, the matrix is updated and approved by EIU department chair (copy to both CC and EIU Transfer Coordinator).
6. Articulation agreement is drafted using a template in the form approved by the general counsel. Considering internal review comments, the course articulation matrix and draft articulation agreement are reviewed and further developed mutually with community college counterparts;
7. Transfer Coordinator routes course matrix and agreement to the office of the appropriate dean for the final graduation certification review;
8. Dean’s office routes endorsed final articulation agreement and articulation course matrix in duplicate to the VPAA office;
9. VPAA office obtains University authorizing signatures and sends the articulation agreement and articulation course matrix to Transfer Coordinator to send to CC for their authorizing signatures.
10. VPAA office, upon return of a signed articulation agreement and articulation course matrix, updates agreement tracking database and uploads agreement to website (<https://www.eiu.edu/transfer/agreements>).
11. Transfer Guide should be posted on the web. Publications and/or digital brochures may be produced from the articulation template using the articulation course matrix and designated contact information provided by the department chair or designee

Note: Departmental contacts in the disciplines are encouraged to communicate and forge relationships throughout this process even if they are not the designee for the matrix articulation.

**Steps for Drafting 2+2 Guides**

1. Identify Program
	1. Review program requirements at CC
	2. Review course descriptions for possible substitutions
2. Draft transfer guide for first 2 years using CC suggested course sequencing
	1. Self-advising
	2. Include EIU course equivalencies for each course
3. Submit articulation change requests to Records
	1. <https://www.eiu.edu/registra/files/CourseArticulationChangeRequest.pdf>
	2. Send copy to Transfer Coordinator (ripearson@eiu.edu) for updates to sub-lists
4. Finish transfer completion guide with EIU course sequencing
5. Add footnotes/comments
	1. Include departmental waiver/substitution intentions
	2. Graduation Requirement reminders
		1. “C” or better for Composition, Speech, and any Departmental courses
		2. Cultural diversity
		3. Upper division (40 hr. requirement)
		4. Foreign language requirement, if needed
	3. Prior learning assessment (if applicable)
	4. Procedural reminders (i.e. When to apply for admission)
6. Add effective dates, departmental contacts and institution contacts

**Keeping the Relationship Going**

1. Communication (recommend once a semester)
	1. Simple email greeting
	2. Newsletter/Events
	3. Departmental Recognition
	4. Program updates that would affect advisement at CC
2. Update expired guides every 4 years (see renewal procedures)
3. Invitations
	1. Plan joint activities with CC students
	2. Shadow Days
	3. Open House Showcases
	4. Student Organization Joint activities
4. Swag (Send items that increase visibility)
	1. Pennants
	2. Mugs
	3. Pens
	4. Bumper Stickers/Window Clings
	5. Posters
5. Thank you/Greeting cards
	1. “Welcome Back” -New Semester kick off
	2. Holiday Cards

**Renewal Procedures for Program-level Articulation Agreements**

1. EIU department chair or designee makes initial contacts and identifies mutual interest and authority to proceed with the renewal of an existing articulation agreement with community college counterparts;
2. Faculty from EIU and Community College should communicate and renew relationships.
3. Revised articulation matrix is forwarded to both the EIU Transfer Coordinator and the community college Transfer Coordinator and academic department contact for their internal review process.
4. Once updates are made and approved by both department contacts and both Transfer Coordinators, updated materials are sent to the office of the appropriate dean for the final graduation certification review;
5. Dean’s office or designee routes endorsed final articulation agreement and articulation course matrix to the VPAA office;
6. VPAA office obtains University authorizing signatures and sends the articulation agreement to Transfer Coordinator who sends articulation course matrix to the community college for authorizing signatures.
7. VPAA office, upon return of a signed articulation agreement and articulation course matrix, updates agreement tracking database and updates website.
8. Updated Transfer Guide should be posted on the web. Publications and/or digital brochures may be produced from the articulation template using the articulation course matrix and designated contact information provided by the department chair or designee

Note: Departmental contacts in the disciplines are encouraged to communicate and forge relationships throughout this process even if they are not the designee for the matrix articulation.