

Colorado Department of Higher Education

GE Council

**PROTOCOL REGARDING STATEWIDE TRANSFER ARTICULATION
AGREEMENTS FOR BACHELOR'S DEGREES IN THE STATE OF COLORADO**

The Rationale for Disciplines Chosen

The GE Council decides on disciplines proposed for articulation agreements based on the following considerations:

1. *The number of IHEs that offer a bachelor's degree in a particular discipline*
2. *The number of students interested in a particular bachelor's degree*
3. *The discipline/degree programs that have flexible curricula*
4. *The "difficult" disciplines/content areas that may take longer to reach consensus*
5. *The state-wide workforce needs which could be supported*

I. Faculty-to-Faculty Conferences

A. Fall Faculty-to-Faculty Conference (usually first week in October):

1. 5-7 disciplines are discussed for possible articulation agreement creation.
2. Packets for discussion purposes include:
 - (1) Discipline transfer guides from each IHE.
 - (2) List of gtPathways courses.
 - (3) Sample articulation agreement template, for reference.
 - (4) Phase 1 Draft Curriculum Worksheet (meeting results version)
3. At least one GE Council rep participates in each discipline discussion. This GEC rep will be the guide for all further discussion regarding this discipline, if possible.
4. **February 1** is the target date for determining if the discipline discussions currently underway need to be continued at the spring Faculty-to-Faculty conference.

- B. Spring Faculty-to-Faculty Conference (usually in April):
 - 1. Discipline discussions from fall Faculty-to-Faculty are continued, when necessary, and the Protocol Phases are followed; or new disciplines are discussed for possible articulation agreement creation.
 - 2. At least one GE Council rep participates in each discipline discussion. This GEC rep will be the guide for all further discussion regarding this discipline, if possible.
 - 3. **September 1** is the target date for determining if the discipline discussions currently underway need to be continued at the fall Faculty-to-Faculty conference

II. Phase 1: Curriculum Worksheet Creation & Verification

- A. Notes from each discipline discussion at the Faculty-to-Faculty conference are given to DHE.
- B. DHE creates a Phase 1 DRAFT Curriculum Worksheet from the discipline notes and sends the notes with this Phase 1 DRAFT Curriculum Worksheet to the respective Faculty-to-Faculty participants for verification that the Phase 1 DRAFT Curriculum Worksheet accurately reflects their conference conversation. **(Timeline: within one week of the Faculty-to-Faculty conference.)**
- C. When the Faculty-to-Faculty discipline group has verified the Phase 1 DRAFT Curriculum Worksheet, the Phase 1 DRAFT Curriculum Worksheet becomes a Phase 1 VERIFIED Curriculum Worksheet (Version 1). **(Timeline: within 3-4 weeks of receiving the Phase 1 DRAFT Curriculum Worksheet.)**
- D. With GE Council assistance, DHE circulates, for identification of any additional issues, the notes and the Phase 1 VERIFIED Curriculum Worksheet (V. 1) to all IHEs who offer the respective degree but did not participate in the Faculty-to-Faculty discussions.
- E. Any additional issues identified by the non-participating IHEs are added by DHE to the Phase 1 VERIFIED Curriculum Worksheet (V.1), which is revised to Version 2.
 - 2. GE Council reviews Phase 1 VERIFIED Curriculum Worksheet (Version 2).
 - 1. If there are unresolved issues, discussions continue among Faculty-to-Faculty participants, under the guidance of their GE Council rep. If no resolution is obtained during these discussions, the discussions will continue at the next Faculty-to-Faculty conference. **(February 1 and September 1** are target dates for identification by Faculty-to-Faculty

discipline groups and GE Council of any such issues.)

2. If agreement is achieved, the VERIFIED Curriculum Worksheet (V.2) is revised by DHE to reflect a new version number. The revised VERIFIED Curriculum Worksheet (Version 3) then proceeds to Phase 2: Initial Comprehensive Institutional Review.
- F. If the discipline discussions at the Faculty-to-Faculty conference did not result in adequate agreement for starting the articulation agreement process (draft curriculum worksheet), discussions will continue under guidance of the GE Council rep with possible continuation at the next Faculty-to-Faculty conference.

III. Phase 2: Initial Comprehensive Institutional Review (ICIR)

- A. DHE converts the Phase 1 VERIFIED Curriculum Worksheet (V.3) to a Phase 2 “Issues-resolved” Worksheet.
- B. GE Council members facilitate an initial comprehensive institutional review (ICIR) of the Phase 2 Issues-resolved Worksheet. **(Timeline: one meeting cycle, 3-4 weeks.)**
 1. Each campus has its own protocol for conducting the campus review; however, GE Council suggests the following departments:
 - a) Department that offers the degree including the Dean and Dept Chair
 - b) Transfer department
 - c) College administrators
 - d) Academic advisors
 - e) Registrars
 - f) Legal department (if deemed necessary by the IHE)
 2. GE Council members report to the Council on the progress of the ICIR at the next GE Council meeting.
 3. If consensus is reached with the IHEs and GE Council, the Phase 2 “Issues-resolved” Worksheet continues on to Phase 3: Draft Agreement – Final Review.
 4. If consensus is not reached with the IHEs and GE Council, the Phase 2 “Issues-resolved” Worksheet is returned to the discipline group for further discussion, under guidance of its GE Council rep.

IV. Phase 3: Draft Agreement - Final Review

- A. DHE converts the Phase 2 “Issues-resolved” Worksheet to a Phase 3 Draft Agreement.
- B. The GE Council reviews the Phase 3 Draft Agreement. **(Timeline: one meeting cycle; 3-4 weeks.)**
 - 1. If additional revisions are required by GE Council, the Phase 3 Draft Agreement is returned to the IHEs and/or discipline groups, under guidance of the GE Council rep, for further review and comment, and ultimately returns to Phase 2.
 - 2. If no additional revisions are required by GE Council, the Phase 3 Draft Agreement is reviewed one final time by the IHEs.
 - a) If new issues are identified by the IHEs, the Phase 3 Draft Agreement is returned to the IHEs and/or discipline groups, under guidance of the GE Council rep, for further review and comment, and ultimately returns to Phase 2.
 - b) If no new issues are identified, the Phase 3 Draft Agreement continues on to Phase 4: Signature Procurement & CCHE Approval.

V. Phase 4: Procurement of Signatures/CCHE Approval

- A. DHE receives the Phase 3 Draft Agreement, which now becomes the Final Statewide Transfer Articulation Agreement. DHE procures signatures from the respective Presidents/Chancellors and CAOs.
- B. The Final Statewide Transfer Articulation Agreement is presented to the Colorado Commission on Higher Education (CCHE) for approval.
- C. If the CCHE approves the Final Statewide Transfer Articulation Agreement, the original will be maintained at the DHE, and the electronic version will be posted on the DHE website.
- D. If the CCHE does not approve the Final Statewide Transfer Articulation Agreement, it is returned to the GE Council for further discussion or tabled indefinitely.