division level.

- Receiving institutions may still require additional lower-division courses to satisfy the major requirements, but students transferring should be able to complete the remaining courses in the same time that a native student can be reasonably expected to do so.
- Approval of this list of recommended courses does not guarantee that the student will be admitted to the receiving institution or to that major.
- f. Recommend lower division courses, content, or standards that go beyond the Major/Discipline core to provide guidance to undecided students wishing to pursue studies in a particular discipline. Depending upon the nature of the major, these recommendations may be in the form of common courses, content, or standards (or some combination of these) that would be included in the first and second year of study. These recommendations should be general enough to meet lower-division major requirements for students in the major who are unsure about their intended transfer institution. These recommendations do not involve syllability review or approval.
- 2. Management
  - a. Major panels will be managed by IBHE and ICCB staff.
- 3. Meetings
  - b. Major panels usually meet once per semester but may meet more often as required to fulfill their established duties.

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### IAI GECC and Major Panel Membership

## Representation

- 1. A fully complemented panel will consist of 26 members:
  - a. Nine (9) faculty members from community colleges
  - b. One (1) academic officer or approved designee from a community college
  - c. One (1) dean or approved designee from a public university
  - d. Eight (8) faculty from public universities
  - e. Four (4) faculty from independent institutions
  - f. Three (3) transfer coordinators, one from each sector community college, public university, independent institution.
- 2. With approval of IBHE and ICCB staff, panels may choose to invite, as ex-officio members of the panel, consultants, representatives from professional associations, secondary teachers, employers, and others as appropriate or necessary.
- 3. Each panel will select from among its members a co-chair representing the baccalaureate sector and a co-chair representing the two-year sector.
- 4. With approval of IBHE and ICCB staff, panels may modify the panel composition to address discipline-specific needs.

## **Participation**

- 1. Panel appointments will be made by the IBHE and ICCB staff, keeping in mind both institutional demographics (e.g. two-year/four-year institution; public or private institution, etc.), as well as individual expertise in the panel discipline.
- 2. If a panel member misses more than 2 consecutive meetings, he or she may be removed. Attendance consists of in-person or virtual participation. Voting does not constitute attendance.
- 3. 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.

### Terms

- 1. Individual membership on a panel will be for a term of three (3) years.
- 2. Panel co-chairs will serve a term of three (3) years.
  - a. Should a co-chair step down, he/she may continue to serve as a panel member until the individual term expires.
- 3. Panel members and co-chairs may serve multiple terms at the discretion of the IBHE and ICCB.

## **Panel Voting**

- 1. Panel members are required to review, vote, and comment on all courses submitted to the panel each season, regardless of one's ability to participate in the meeting.
- 2. Panel members vote in two ways: through the iManage system prior to the panel meeting and through a voice vote when making the final decision during a panel meeting.
- 3. Failure to participate in panel activities, including but not limited to voting, may result in removal from the panel.
- 4. Panel managers reserve the right to cancel or reschedule panel meetings based upon limited panel member participation and/or due to extenuating circumstances.

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# **GECC & Major Course Submissions and Review**

### New Course Submission & Approval

- 1. Each participating institution will develop an institutional review process for IAI courses. Course materials (at minimum a representative syllabus) must be reviewed and approved by the institution prior to submission to the panel. This process may be stand alone or may incorporate existing curriculum development processes.
- 2. Once a course has been approved through the institutional review process, the appropriate submission forms and required course materials are submitted through the iManage system.
  - Receiving-only institutions may submit courses to GECC panels if they are working toward becoming a full-participant. They may also submit courses to the Major panels so long as the institution is approved by IBHE to offer degrees within the major.