



Transfer Articulation & Oversight Committee **Representation Form**

All participating members of TAOC are required to appoint representatives to attend meetings, serve on subcommittees, and complete required TAOC tasks. Please complete the form below and identify individuals who will be serving in the roles listed. PDE and/or AcademyOne will then contact these individuals directly with additional information.

Institution _____ **Date:** _____

Representative, Transfer Articulation and Oversight Committee

This person is responsible for representing the institution at TAOC meetings and serves as the institution's primary point of contact for all TAOC related issues. Experience has taught us that consistent attendance is critical to the success of TAOC. Absences or substitutions can greatly impede the progress of the group. To insure that this does not happen, individual institutions are urged to designate **one** individual to attend meetings. When a designee must be sent, it is the responsibility of the institution to orient the individual with appropriate background materials.

Name _____ Title _____

Address _____

Phone Number _____ Email _____

Point of Contact, Course Equivalency Management Center (CEMC)

This person is responsible for submitting your institution's courses for review by the TAOC curriculum standards subcommittees and participating institutions. Courses are submitted once a year via a web-based system. As institutions change course descriptions, the CEMC contact will be notified so that courses may be re-evaluated for transfer.

Name _____ Title _____

Address _____

Phone Number _____ Email _____

Point of Contact, Transfer Articulation Management Center (TAMC)

This person is responsible for submitting and maintaining the institution's most current transfer agreements into an online database accessible to PA TRAC users. This position requires some technical expertise. The point of contact should have a working knowledge of the articulation agreements currently in effect and be fully aware of the institution's transfer policies.

Name _____ Title _____

Address _____

Phone Number _____ Email _____

Point of Contact, College Transfer Profile

This person is responsible for creating and maintaining your institution's transfer college profile on the ePortal. The college transfer profile is a marketing tool as well as an information site. Students are directed to profiles when searching for information about your college, admissions and transfer policies, and contact information. This position requires some technical knowledge as information is submitted online through AcademyOne and must be updated regularly. For an example of a college transfer profile, go to www.PAcollegetransfer.com.

Name _____ Title _____

Address _____

Phone Number _____ Email _____

Point of Contact, Institutional Program Search

This person is responsible for creating and uploading an accurate spreadsheet of degree programs offered by the institution. Such information will include degree type, majors, minors, certificates, etc. This database is accessible through www.CollegeTransfer.net and must be updated at least once a year. This position requires some technical knowledge.

Name _____ Title _____

Address _____

Phone Number _____ Email _____

Once complete, please email to Julie Rutledge in PDE's Office of Access at jurutledge@state.pa.us.