

**Wisconsin Indianhead Technical College
Calendar for Joint Curriculum Review Process with High Schools**

For 2008-2009 Transcribed Credit Agreements

Parameters for transcribed credit courses:

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| <ul style="list-style-type: none"> • Same content and course outcomes • Same learning objectives • Same assessment standards • Same grading standards | <ul style="list-style-type: none"> • Same or equivalent textbooks • Same or acceptable software • Equipment and facilities accommodate course content • Instructor meets WTCS Articulation Certification guidelines |
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Schedule	Activity	Responsibility	
		High School	WITC
By November 15	<ul style="list-style-type: none"> • Compile list of existing courses articulated with high schools incorporating courses modified through program modification. • Distribute list to divisional deans for instructional staff review and input. • Recommendations for changes and/or additions to the list of courses eligible for articulation to be discussed and finalized at divisional deans meetings. (Note courses without COSs will not be included on the list of courses eligible for articulation with WITC.) 		Director, Curriculum Curriculum Design Specialist Academic Affairs Assistant Curriculum Design Specialist Divisional Deans Academic Deans Instructors
By December 1	<ul style="list-style-type: none"> • Competency review forms completed for courses eligible for articulation to include competencies and learning objectives. • In-service WITC faculty, deans, and student services staff on joint curriculum review process prior to conducting the process as needed. 		Curriculum Design Specialist Academic Deans Curriculum Design Specialist
By February 1	Packets mailed to high school contact including list of potential courses available for articulation with course descriptions. Procedures and forms will also be available on the WITC Web site.		Academic Affairs Assistant

Schedule	Activity	High School	WITC
By March 1	High school instructors to complete Transcribed Credit Agreement Request for each course they want to offer for transcribed credit and return (mail or e-mail) to WITC.	High School Instructors	
By April 1	Completed Transcribed Credit Agreement Requests are forwarded to appropriate dean to determine mentor. Meeting will be arranged for High School Instructor, Principal, WITC Mentor, Dean, and Curriculum Design Specialist for new agreements.		Curriculum Design Specialist Academic Affairs Assistant Academic Deans Mentors
By June 1	<ul style="list-style-type: none"> • Meetings for new transcribed credit agreements have taken place • High School teacher has completed certification materials • High School and WITC Mentor have completed checklist(s) • MOU has been developed and signed by all parties 	High School Instructors High School Administrators	Curriculum Design Specialist Academic Deans Mentors
By October 1 (for 1 st Semester) By February 1 for 2 nd Semester)	<ul style="list-style-type: none"> • Registration materials are sent to the High School Instructor, completed by students, and sent to Curriculum Design Specialist • Contracts developed by Curriculum Design Specialist, signed by High School Administrator, and returned to Curriculum Design Specialist • WITC Mentor contacts High School Instructor at least once via visit, phone call, or email 	High School Instructors High School Administrator	Curriculum Design Specialist Academic Affairs Assistant Mentors
By November 1 (for 1 st Semester) By March 1 (for 2 nd Semester)	<ul style="list-style-type: none"> • WITC bills High School Business Office for tuition and fees • Curriculum Design Specialist sends class roster(s) to High School Instructor • WITC Mentor contacts High School Instructor at least one additional time via visit, phone, or email 	High School Instructor	WITC Business Office Curriculum Design Specialist Mentors
By December 1 (for 1 st Semester) By April 1 (for 2 nd Semester)	<ul style="list-style-type: none"> • High School Business Office bills WITC for instructional costs (same amount as fees and tuition) 	High School Business Office	
By January 15 (for 1 st Semester) By June 15 (for 2 nd Semester)	<ul style="list-style-type: none"> • WITC Mentor contacts High School Instructor for at least a third time via visit, phone, or email • High School Instructor sends completed grade roster to the Curriculum Design Specialist 	High School Instructor	Mentors Curriculum Design Specialist
By July 15	<ul style="list-style-type: none"> • Registrar's Office sends transcripts to students 		Registrar's Office