

**CHAIRS WORKSHOP  
MINUTES  
October 26, 2006**

The following represents the points raised and/or discussed at the Chairs Workshop related to Course Transfer Guidelines and Study Abroad Course Guidelines. The proposed new guidelines seek to create more consistency across departments and amongst chairs.

**COURSE TRANSFER GUIDELINES**

*General Information*

- These guidelines apply to students coming to Loyola for the first time (from both 4-year and 2-year institutions and high school students who have taken college credit courses) as well as Loyola students who are seeking summer classes at other institutions. However, Loyola students should seek the approval of the department chair before enrolling in a course outside of the College.
- Currently, if a course does not have an equivalent at the College, the course can either count as an elective or count as an advanced course toward the major.

*Core course vs. Major course*

- A course may count as fulfilling the Core requirement, but may not count toward the major. When determining if courses will transfer, it is important to separate Core requirements from major requirements.
- Many chairs expressed concern with the potential lack of communication between the departments and the Center for Academic Services and Support (CASS), noting that if a course is accepted as counting toward the Core, the chair is not aware until after credit has been granted.
- The chairs would like the entire transfer course file (including syllabus) to be passed from CASS to the department if the student shows the intention of majoring in that department.

*Possible reasons for rejecting/accepting a course*

- Course does not have a research, writing, etc. component comparable to the course offered at the College.
- The course is unique from anything offered at the College.
- The course does not have the same amount of contact hours.
- The course does not meet with a similar peer group (College students vs. high school students).

*Outcome of discussion:*

In a vote, about 10 of the 26 academic departments voted that they wanted the department chair to continue to approve all transfer courses, both for the Core and for the major. About 4 departments said that they were willing to allow the decision to be made by a central office, such as CASS.

It was discussed that CASS could create a packet of information about the course, including the syllabus, and pass it along to the department chair if CASS believed the course to be eligible for transfer credit.

It was also discussed that a pilot study should occur with CASS, in consultation with the department chairs, acting as the central office for transfer courses.

## **STUDY ABROAD COURSE GUIDELINES**

Overall, most departments do not seem to have as many issues with Study Abroad courses as they do with transfer courses. However, the following issues were discussed:

- Sometimes, the schedule of courses offered abroad changes or courses are not offered after a student has already enrolled. In these *ad hoc* situations, the chair should inform the Office of International Programs that a course has been approved, and vice versa, depending on the situation.
- Taking Core courses abroad does not support the College's ambition to integrate the Core.
- A centralized office helps to eliminate inconsistencies in study abroad.
- Chairs should keep in mind that studying abroad is an *experience* and, therefore, courses that are not offered at Loyola should be considered for credit.
- It was said that if chairs can give requirements for study abroad courses to the Office of International Programs, they should be able to give these to CASS as guidelines for transfer courses as well.

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