

HIGHER EDUCATION TRANSFER OF CREDIT MATRIX COMMITTEE MEETING HIGHLIGHTS

FOR
Friday, January 29, 1010

DOE Cabinet Room
Townsend Bldg., Dover

Attendance: Judi Coffield, SBE; Alan Phillips, DHEC; David Stanley, AcademyOne; Genevieve Tighe, DSU; Loretta Cooper, DTCC; Rayann Fryatt, Wesley College; Maureen Laffey, DHEC; Mary Jo Mankin, UD; Jim Wilson, Wilmington University; Jeff Fleming, DOE and Bob Czeizinger, DOE.

Presentation of AcademyOne

David Stanley, AcademyOne Manager of Implementation provided a demo of the product. It included an overview of the Course Equivalency Management Center, Collegetransfer.net and the Transfer Agreement Management Center.

The CollegeTransfer.net website will make it easier for learners to determine how coursework will transfer among Delaware colleges and universities. This helps current and future students plan their degree path without having to worry about duplicating courses, increasing the time to degree completion and the added cost of additional coursework. The proposed system will contain information about the transferability of courses within Delaware colleges and universities. Course equivalencies show which courses will be accepted by a transfer destination so students and advisors can plan coursework to maximize progress towards a degree in a time efficient and cost effective manner.

The general implementation process is as follows:

Step:	Tasks
1	A1 emails institution point person to remind them about implementation and schedule the kick off call.
2	A1 and institution have kick off call/webinar to review the process and what is being implemented and determine if there are any questions about the data files or if there is a problem with the timeline
3	Institution sends course data in specified format, if format is possible
4	Institution sends equivalency data in specified format
5	A1 loads course data
6	A1 sends data exception report (such as courses used in equivalency not present in the course data) with clear list of issues and options
7	Institution responds to exception report
8	A1 makes changes to equivalency data

9	A1 verifies correction or explanation of all exceptions. If not all handled, additional exception report created and sent out.
10	A1 loads equivalency data into training database
11	A1 provides a training seminar for the Institution. The institution has the opportunity to review and approves equivalencies on the training database or provides a list of issues for A1 to fix
12	A1 loads equivalency data into production database
13	A1 provides user accounts on system for institution to use
14	Institution signs acceptance document

It is expected that each institution will:

- 1) Step 2 - Have appropriate stake holders attend the kick off call. The call is approximately one hour.
- 2) Steps 3 and 4 - Submit course and equivalency data if data is available. Most institutions can extract this information within several hours. The amount of effort required by the institution to verify that this information is suitable for publication depends on how well the data has been maintained. If it is a large effort, AcademyOne recommends that the load of equivalencies be split into multiple phases. The first phase, occurring in this implementation, would include equivalencies from the primary feeder institutions. When the institution is more confident in the rest of their data, an additional load could occur.
- 3) Step 7 – AcademyOne will review the data provided by the institution and create a summary and detail report. The summary report provides an outline of what the problems are and what options there are for fixing the data. One option is almost always to not include the data which is causing the exception, and that option takes very little time on the part of the institution. Other options are not typically time intensive but may require some research.
- 4) Step 11 – The training seminar typically takes 3-4 hours. The verification of the data is a spot-check of the data and should only take a few hours at most.

College Access Challenge Grant (CACG) Pilot Proposal

Through funds received in the CACG grant, we are proposing to set-up and implement the Course Equivalency Management Center solution on www.collegetransfer.net for each of the six Delaware institutions of higher education (IHEs). Implementation includes training for each institution. The solution includes help desk services and systems maintenance. The overarching goal is to increase awareness of and student participation in college transfer opportunities including Dual Enrollment/Dual Credit opportunities while still in high school. We also propose a solution to allow the IHEs with the tools and services to create, post, edit and modify transfer information including workflow for course equivalency evaluation and approval.

The state can provided the pilot through grant funds. Beginning at the start of year four, each institution’s annual maintenance fee will be \$6,000 (and be subject to a 3% year over year increase). This solution can be implemented within a matter of weeks. It is projected that the entire system can be online in approximately two months. The IHE representatives were

asked to go back to their respective institutions to see if there was interest in moving forward with the pilot.

The meeting was adjourned at 11:45 p.m.