



Caty Oehring <cloehring@alaska.edu>

Face2Face 2/28/13

Sarah M Pace <smpace@uaa.alaska.edu>

Thu, Feb 28, 2013 at 3:27 PM

To: "Caty Oehring (cloehring@alaska.edu)" <cloehring@alaska.edu>

Caty,
Following are my notes from today.

Thanks!
Sarah

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Thursday, February 28, 2013

8:07 AM

TCCI Big Picture

- We are still waiting for the final contract to be signed due to ongoing issues between procurement and Hyland. There are no threats to the project as a whole going forward, only some final details that are still being ironed out.
- All funds have been committed- this is good as we are against some end-of-fiscal-year deadlines to have it spent.
- Training dates in May are approved and finalized. Dates have been shuffled a bit to accommodate other projects and internal blackout dates (graduation week, etc).
- Matt will be doing all of our programming internally.
- Hyland will be available for 10 days, on our time schedule, for support as we launch. After that, they will still be available for support, but not during AK business hours.

The 45 Transcripts

- We need to coordinate who has pulled which transcripts and determine what still needs to be pulled.
- Unsure of how many samples of each school transcript are needed.
 - From Hyland, fewer are needed if they each contain lots of coursework, but at least two, good, long ones for each school.
- If we can't find samples for our top 45, we should work further down on the list and look for other schools instead.
- No graduate transcripts for this project, please.
- Wondering if we can create a template for electronic transcripts, especially where they differ in formatting from the paper versions. As they are becoming the norm, we need to figure out how to deal with them.
 - What other pdfs do we get?
 - It may be as simple as just creating two templates to account for this formatting.
- How will the potential to receive Banner-to-Banner transcripts directly affect this? Would likely require a huge customization to banner on our end to accommodate it. This idea has largely fallen off in favor of TCCI, but it could be a useful future project.
- Can we use this system to automate inter-MAU transfer? Even if transcript fees have to be paid to AVOW each term, would it be cheaper than the current labor to do it by hand?
 - Would students have to order transcripts (and pay for them each term) for us?
 - Why to we want to incur additional costs for something that is in Banner for free?
 - What about running batches of unofficial transcripts and building templates off of them?
- How will this system accommodate transcript updates? This is one chief concern with inter-MAU automation.
 - SHATRNS attendance periods are part of this challenge.
 - Can we program this system to know how/when to build them?
- So do we want to build inter-MAU templates as part of the initial launch project? Sounds like a really good topic to discuss with Hyland during the discovery period.
 - The consensus is that it is not a priority for now.
- Advanced Capture Licenses- Who exactly needs them? And for LRGP as well as for in PROD?

- What document types will we need to create/include in this? AD types: college, military, other, test scores, international?
 - These categories can also be added later if we want to keep Phase I simple and just do "AD Transcript College" for now.
 - This is also a good discussion topic for Hyland.

- How will the different attendance periods at MAUs affect the hardcoding as students switch between MAUs to be able to reuse work that's already in the system?
 - Yes, the XML file can be retained for future use. But would this be subject to retention schedules? Yes, so policy would have to be figured out.

- Discovery sessions- do we have a schedule for them yet? Who is going when? Currently scheduled for March 11/12/13 (which is spring break week). Will be half day (morning) sessions.
 - UAA will take 3/13. UAS will take 3/12 and UAF will take 3/11.
 - Tentative schedule of 8:30am - noon.

Task Request for the Banner side of this project

- We only need one request, it will cover both the import and the error reporting.
- The Onbase side needs to be done first, before we can even begin to do the testing on this one.
 - Mid-May seems to be very realistic for LRGP, and mid June for PROD.
 - Can we get it into the top 15?
- How will we deal with import errors and scanning issues? Patty suggests adding an error que to Onbase. What errors are we anticipating? How will it tell us that there is a problem?
- How often will this process run? Every 15 minutes, 7am-6pm daily sounds best.
- What can we do with document images that are already in OnBase? Sounds like we can't use them to create templates. Can they be used to populate templates? Can a transcript then be scanned multiple times for each MAU once it's in onBase?

- We should clarify this with Hyland.
- At what point is the data locked into MAU specific information, and at what points in the process can it still be shared between us?
 - Again, we should ask Hyland. We need to let them know our preference.
- TR 173 is complete and we've requested for Mary to add it to the next BST agenda.

- Discovery with OnBase is what will happen with Hyland. Discovery and implementation on the Banner side will largely happen internally with Jane and Matt. Hyland is being paid to create our XML file, what we do with it is up to us. They will not be allowed to have access to Banner itself.

- Any other Phase I items to discuss? Nope.

TCCI Phase II

- Will all happen on the Banner side. Auto articulation is part of this.
- Some of what we are seeing in other schools (San Juan College, for instance) is the use of the Hyland auto-articulation module (which we are less interested in).
 - The Banner scripts that we are seeing from U of Alabama have much more potential for customization and will give us closer to what we want. Their method of error reporting is especially appealing. Will also auto-apply group codes and flag actions that need to be done by hand.
- Powerpoint overview of U of Alabama's solution and what reports they are regularly running to make their process run. Auto-articulating seems to depend on these error reports functioning first. So this system would have to be implemented as a package, rather than piece-by-piece.
- Do we want to do this as a task request now, or wait until summer and see how Phase I goes before writing it?
 - Looks like waiting is a better option for now, as Phase I still has too many unknowns to try and build on it at this point.

PWSCC Processes-

- Upper division coursework taken at PWSCC is not transferred to UAA at all.

- There are no signed articulation agreements allowing them to teach upper division coursework with any of the MAUs.
- We are not required under BOR policy to honor PWSCC AA GERs as Baccalaureate GERs for the MAUs. It also states in their catalog that they will not necessarily honors ours.
- Their baccalaureate crosswalk degrees are advertised in the catalog using numbers that are not feasible for completion without extra work being taken externally.
- Similar problems were happening some years back between Tanana Valley Community College and Northern Military, but have since been taken care of.
- No solutions for today, but it's helpful to have everyone on the same page regarding UAAs processes. UAA's Academic Affairs office is who will intimately need to be working on solutions these problems.

Common GERs

- Will not be as easy as Paula made it out to be, but it is already under discussion. The current decision is that a team of 3 faculty members from each MAU will form a team to continue fleshing out this issue.
- If it's going to happen, it's definitely a few years out.
- This problem is symptomatic of a larger national-level dialogue of the challenges of transfer credit and public perception that numerically 120 hours equals degree, regardless of requirements.
- How do we quantify the good that OnBase improvements will accomplish? Processing times are one thing seem to really seem to speak to the upper management. We should start tracking these times and numbers now so that we can show documented improvement with the new processes.
- Suggestion: Implement Phase I and then do a 6-month follow up once the new process has been through several peak processing times at all the MAUs. At that point, see where we are and where we want to move from there regarding Phase II.
- UAA is pulling their extract next week. The rest of the group will be very curious to see the error report that they get back.

- Next audio meeting: tentatively scheduled for March 20, 2pm.

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