

## EOU ATLAS IMPLEMENTATION

July 13, 2006

### Annual Objectives and Performance Indicators

With a four year implementation, certain processes and functions build upon one another and need to be implemented before final outcomes can be measured and assessed. The following objectives are numbered by year and objective:

| <u>Year - Objectives</u>  | <u>Performance Indicators</u>  |
|---|--|
| 1-1 Staff fully knowledgeable of all tables and table relationships                                   | Documentation showing tables' content and relationships  |
| 1-2 Test a Degree Audit for one of EOU's most popular majors, Business Administration                 | Beta test with a minimum of five students  |
| 2-1 Document written Transfer Articulation policies   | Written documentation clearly show standard policies and procedures                                  |
| 2-2 Test Transfer Articulation, starting with Oregon Community Colleges, that are main feeder schools | Beta test Blue Mountain, Treasure Valley, Mount Hood, Portland and Central Oregon community colleges |
| 3-1 Increase number of schools articulated  | Complete the balance of all 17 Oregon Community Colleges   |
| 3-2 Test web capability for advisors and students   | Beta test and rollout full featured web interface  |
| 3-3 Design and document training for individual, small group and online access                        | Monitor and evaluate success of training   |
| 4-1 Degree Audit and Transfer Articulation Programs fully operational and maintained                  | Quality assurance testing of all processes, functions and documentation                              |
| 4-2 Send and receive functions completed for all OUS institutions                                     | Quality assurance testing of all functions and documentation   |
| 4-3 Final project summary report  | Complete and deliver project summary report  |

Increasing community college transfers, freshman persistence, six year graduation rates and undergraduate planning satisfaction are key institutional goals which purpose is to increase enrollment and retention to graduation in the shortest time possible. EOU's current manual methods of transfer articulation and degree audit hamper student access to four-year degree

programs and render transfer from community colleges in the state inefficient. Automated transfer options and degree planning need to be accessible, efficient, and accurate in order for the institution to increase its capacity to matriculate community college transfers into the four-year system. Ease of entry into the institution through automated TA and DA modules will enhance student opportunities for matching coursework to degree programs and career pathways, thus decreasing their time to degree completion. In this regard, it is critical that EOU's software modules be implemented in a timely way in order to interface with other community colleges and OUS institutions and serve a growing population of students seeking baccalaureate degrees.

### **Implementation Strategy and Timetable**

The following specific tasks are numbered by year and objective:

| <u>Year - Task</u>   | <u>Primary Participants</u>  | <u>Methods Involved</u>                          | <u>Tangible Results</u>                             | <u>Timeframe</u>   |
|--|--|--|---|--------------------|
| 1-1 Establish Management Team                                    | IS Coordinator<br>Registrar<br>Dir. of Admissions<br>Dir. of IT                          | Review objectives, schedules and evaluation plan | Monitoring, advising and evaluation by Dir. of IRPA | 10/1/06 – 9/30/10  |
| 1-2 Hire Analyst / Programmer, TA/DA Specialist, Data Specialist | IS Coordinator<br>Registrar<br>Dir. of Admissions<br>Dir. of IT                          | Standard recruiting and hiring practices         | Positions filled                                    | 10/15/06 – 1/15/07 |
| 1-3 DA and TA training. Set up modules                           | IS Coordinator<br>Registrar<br>Analyst/Programmer<br>TA/DA Specialist<br>Data Specialist | SunGard company personnel                        | Become system knowledgeable                         | 2/15/07 – 3/1/07   |
| 1-4 Implementation management                                    | IS Coordinator   | Standard implantation                            | Populated database tables                           | 3/1/07 – 6/1/07    |
| 1-5 Enter DA validation tables                                   | Registrar, TA/DA Specialist  | Curriculum knowledge                             | Verified data                                       | 3/1/07 – 6/1/07    |
| 1-6 Enter DA curriculum rules                                    | Registrar, TA/DA Specialist  | Curriculum rules                                 | Verified data                                       | 3/1/07 – 6/1/07    |
| 1-7 Define DA program rules                                      | Registrar, TA/DA Specialist  | Curriculum knowledge                             | Verified data                                       | 3/1/07 – 6/1/07    |
| 1-8 Test DA rule compliance                                      | Registrar, TA/DA Specialist  | Standard testing rules                           | Verified results                                    | 6/1/07 – 9/30/07   |
| 1-9 Populate courses for TA                                      | Analyst/Programmer   | Research and field info                          | Cross-check with Advising                           | 3/1/07 – 9/30/07   |

|  |                    |  |  |                      |
|--|--------------------|--|--|----------------------|
|  |                    |  | and faculty                                      |                      |
| 1-10<br>Testing TA with<br>Oregon CCs, write<br>procedures       | TA/DA Specialist   | Standard<br>database<br>implantation<br>and verification   | Cross-check<br>with Advising<br>and faculty      | 3/1/07 –<br>9/30/07  |
| 1-11 Data entry,<br>assist testing with<br>TA/DA Specialist      | Data Specialist    | Basic data entry<br>and verification                       | Populated<br>database                            | 3/1/07 –<br>9/30/07  |
|  |                    |  |  |                      |
| 2-1 Implementation<br>management                                 | IS Coordinator     | Supervision  | Project on track                                 | 10/1/07 –<br>9/30/08 |
| 2-2<br>Write TA policies   | Registrar          | Knowledge of<br>courses                                    | Accurate<br>articulation                         | 10/1/07 –<br>9/30/08 |
| 2-3<br>Modifications,<br>reports                                 | Analyst/Programmer | Standard<br>procedures                                     | Proper mods,<br>accurate reports<br>and data     | 10/1/07 –<br>9/30/08 |
| 2-4<br>Populate TA tables,<br>test rules, write<br>procedures    | TA/DA Specialist   | Standard<br>database<br>implementation<br>and verification | Cross-check<br>with<br>Admissions and<br>faculty | 10/1/07 –<br>9/30/08 |
| 2-5 Data entry,<br>assist testing with<br>TA/DA Specialist       | Data Specialist    | Basic data entry<br>and verification                       | Populated<br>database                            | 10/1/07 –<br>9/20/08 |
|  |                    |  |  |                      |
| 3-1 Implementation<br>management, end<br>user training           | IS Coordinator     | Supervision  | Project on track                                 | 10/1/08 –<br>9/30/09 |
| 3-2 School and<br>validation<br>management, end<br>user training | Registrar          | Knowledge of<br>courses                                    | Accurate<br>articulation and<br>validation       | 10/1/08 –<br>9/30/09 |
| 3-3<br>Implement web<br>module,<br>documentation                 | Analyst/Programmer | Standard<br>procedures                                     | Working<br>website,<br>accurate<br>documentation | 10/1/08 –<br>9/30/09 |
| 3-4<br>Finish DA tables,<br>add schools                          | TA/DA Specialist   | Standard<br>implementation<br>and verification             | Cross-check<br>with Advising<br>and faculty      | 10/1/08 –<br>9/30/09 |
| 3-5 Data entry,<br>assist testing with<br>TA/DA Specialist       | Data Specialist    | Basic data entry<br>and verification                       | Populated<br>database                            | 10/1/08 –<br>9/30/09 |
|  |                    |  |  |                      |
| 4-1 Database<br>management                                       | IS Coordinator     | Supervision  | Project on track                                 | 10/1/09 –<br>9/30/10 |
| 4-2 School and<br>validation                                     | Registrar          | Knowledge of<br>courses                                    | Accurate<br>articulation and                     | 10/1/09 –<br>9/30/10 |

|   |                    |                                   |  |                   |
|---|--------------------|-----------------------------------|--|-------------------|
| management  |                    |                                   | validation   |                   |
| 4-3 Complete send/receive functions for OUS             | Analyst/Programmer | Standard procedures               | Operational send/receive functions to data warehouse | 10/1/09 – 9/30/10 |
| 4-4 Focus on DA/TA and description of course attributes | TA/TA Specialist   | Standard procedures               | Liaison with Advising and Admissions                 | 10/1/09 – 9/30/10 |
| 4-5 Data entry, assist testing with TA/DA Specialist    | Data Specialist    | Basic data entry and verification | Populated database                                   | 10/1/09 – 9/30/10 |