

32081
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 7, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COOK OF COOK AND STATE OF ILLINOIS

TRANSFER EVALUATION SERVICE
COLLEGESOURCE
(AMENDMENT & RENEWAL TO BOARD REPORT #31506)
OFFICE OF ACADEMIC AFFAIRS
DISTRICT-WIDE
(RATIFICATION)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to: 1) renew an agreement with CollegeSource (Board Report #31506) to serve as the sole source vendor for District-wide use of the Transfer Evaluation Service system for a one-year period from July 16, 2013 through July 16, 2014 with two (2) additional one-year renewal options at the annual increases outlined below; and 2) to amend the agreement for an increase in the annual cost of the vendor contract at a total cost not to exceed \$42,147 for this renewal period.

VENDOR: CollegeSource
Corporate Office
8090 Engineer Road
San Diego, California 92111

USER: Office of Academic Affairs and Student Services—District-Wide

ORIGINAL TERM:

The original term of this agreement began on July 16, 2012 and ended on July 16, 2013.

OPTION/RENEWAL TERM:

The renewal term of this agreement began on July 16, 2013 and ends on July 16, 2014. This amendment adds budget tolerance for expected increases in the annual vendor cost, beginning in the 2013-2014 academic year.

SCOPE OF SERVICES:

The first-ever national course description database is contained in the Transfer Evaluation System, (TES) is giving users instant access to course descriptions from every college across the country. TES has allowed City Colleges to create one repository for transfer articulation of course work into any of the seven City Colleges in the first year. The features of TES are:

- Create a custom report containing course descriptions from multiple institutions and multiple academic years. The report will contain all course description detail including course title, course code and number of credits.
- Build your own equivalency database. Compare student course descriptions with possible matches at your own school...side-by-side right on your computer screen.
- Institutional Profiles show each institution's national and programmatic accreditation, calendar and unit type, basic contact data, highest degree offered, Carnegie class, and more.
- Course Finder takes users to the exact course description they need in just a few clicks. Over 41 million courses descriptions from more than 4,000 institutions are stored in TES. This includes data

from catalogs going back to 1993. In addition, powerful search tools automatically return possible matches from the user's own institution catalog. The on-screen results can be printed, emailed, routed for evaluation, or used to create an equivalency.

- Complete Catalogs in PDF format allow access to information beyond the course description, including program data, policy statements, faculty listings, and more.
- Evaluation Tracker records the decisions made by faculty and staff in regard to the appropriate transfer of each course. Each action and note is logged by the system for later retrieval, providing an unprecedented level of accountability and process analysis.
- Equivalency Manager is a robust tool for creating, updating, and retrieving simple and complex equivalencies. Equivalencies can also be collected in groups for uses like statewide initiatives, general education packages, or program-to-program articulations.
- Customizable Reports allow users to save commonly used lists of courses and equivalents for distribution among the staff, faculty, or general public.
- A "YOU-BRAND-IT" public view is a free feature of every TES installation. Equivalency data is reported inside an Internet framework of the institution's own making, communicating ownership of the data and directing inquiries from the public to the host institution.
- Advanced tools empower users with the ability to easily track changes in courses from one catalog edition to the next or to rapidly compare two whole catalogs at once for matching course content.
- Webinars live monthly to enhance use of the tools within TES.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The process of evaluating transfer courses and recording the decisions in the student information system has been moved from the Advising offices to the Records Office in 2012-2013. The use of TES in this process has resulted in:

1. Removing advisors from the clerical tasks of reviewing transfer credit and assigning it to the CCC degree. Advisors and put more time in on a case management approach to advising. The process is now standardized across the district.
2. Standardization the assignment of transfer credit at CCC is being achieved through use of a unified database for course articulations. All Registrars are now using a shared database of articulations; this is improving student service. This promises to prepare CCC to interface transfer credit with the degree audit tool in PeopleSoft.
3. Student service has improved. As of Fall 2012, the time it takes to evaluate incoming courses has decreased dramatically across the district.
4. TES functionality will provide new virtual advising features that display the course equivalencies on the CCC website.

VENDOR SELECTION CRITERIA:

CollegeSource® is the only comprehensive collection of college catalogs worldwide. No other institution or company has a database that is comparable to the more than fifty thousand catalogs and forty two million course descriptions contained in the CollegeSource® holdings. Built on this unique database, the Transfer Evaluation System (TES®) from CollegeSource is also unique. TES® is alone, for instance, in its ability to compare any two catalogs (from the same institution) and return all the changes between one edition and the next in great detail or (from different institutions) return potential equivalencies to the screen within seconds! CollegeSource, Inc. is the sole-source provider of the CollegeSource® database and TES® is the only system of tools built to interface with this database.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above purchase request and recommends a waiver of the Board Approved Participation Plan due to the nature of the purchase ("on-line database of

digital college catalogs, institution profiles, transcript keys and other critical resources”) and the absence of subcontracting opportunities.

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

The original request did not account for an annual cost increase. The increases anticipated are listed below. The tool has quickly proven valuable in the District and the cost increases are recommended by all Registrars using the tool.

School	2012/13	2013/14	2014/15	2015/16
Olive Harvey	\$3,038	\$3,160	\$3,223	\$3,287
Harry Truman	\$7,034	\$7,315	\$7,461	\$7,610
Kennedy King	\$7,034	\$7,315	\$7,461	\$7,610
Malcolm X	\$7,034	\$7,315	\$7,461	\$7,610
Richard Daley	\$7,034	\$7,315	\$7,461	\$7,610
Wilbur Wright	\$7,034	\$7,315	\$7,461	\$7,610
Harold Washington	\$2,319	\$2,412	\$2,460	\$2,509
District Cost / Total:	\$40,527	\$42,147	\$42,988	\$43,846
District Cost / Total:		4% increase	2% increase	2% increase

Sources of Funds

The yearly charges are budgeted in the Student Services budget at each college in the District. Because the total amount spent exceeds the vendor cap, it has been brought to the Board for approval.

Total FY14 – FY15: \$42,147

Charge to: Various Colleges

Source of Funds: Education Fund

FY14 – FY16: 540000-00003-XX61400-30000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 7, 2013—Office of Academic Affairs & Student Services—District-Wide