

**32975**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
JUNE 2, 2016**

**4.07**

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

**TRANSFER EVALUATION SYSTEM (TES) BY COLLEGESOURCE  
OFFICE OF STRATEGY AND ACADEMIC GOVERNANCE  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with CollegeSource for District-wide use of the Transfer Evaluation System (TES) for a three-year period to begin July 16, 2016 through July 15, 2019 at a total cost not to exceed \$136,862.

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

**USER:** Office of Strategy and Academic Governance, Office of Transfer & Articulation and Student Service Offices throughout the District.

**ORIGINAL TERM:**

The original term of this agreement will commence on July 16, 2016 and shall end on July 15, 2019.

**SCOPE OF SERVICES:**

The Transfer Evaluation System, (TES) contains a collection of course descriptions in a database from every college across the country. TES provides users with tools to quickly create transfer course articulation rules. CCC first consolidated the seven individual TES accounts into the District-wide TES environment in 2013. Since that time:

- CCC has built over 41,000 course equivalencies for over 950 universities and colleges using TES. This resource now significantly improves CCC's ability to evaluate the transfer work that is submitted during the admission process by 30-40% of all CCC students.

- The Office of Transfer and Articulation and the Office of Information Technology, developed an automated import function that imports these transfer course rules from TES into the CCC PeopleSoft system. CCC is the only college in the country to have automatically imported TES rules into the ERP system. This process serves the Reinvention strategy to dramatically strengthen operations.
- TES shares this data in real time with another system CCC pays for called Transferology (with delivered functionality). Transferology, which CCC also pays for, is a consortium web site utilized by hundreds of colleges and accessed by hundreds of thousands of college students to investigate whether their college courses will transfer. TES feeds transfer information that enables CCC to recruit of transfer students.
- Over 300 CCC staff across the District have access and use of TES and do so on a regular basis. It is used to advise students or add student transfer courses to their CCC record, assisting the Reinvention goal of increasing degree completion.

**BENEFITS TO CITY COLLEGES OF CHICAGO:**

1. Advisors have reduced clerical tasks and put more time in on a case management approach to advising.
2. The assignment of transfer credits at CCC been standardized in ways that improve course placement and degree completion.
3. Student service has improved. Students receive more the accurate evaluation of their credit faster than ever before.
4. TES has allowed CCC to develop more military transfer credit rules than any other college in Illinois.
5. The automated import of TES rules has provided a far more robust collection of transfer rules in PeopleSoft than would ever have been developed using the PeopleSoft interface to create transfer rules.
6. Degree audits are more accurate because transfer credit is managed properly, fixing a long-standing advising and student service problem.

**VENDOR SELECTION CRITERIA:**

Pursuant to State Law, contracts only procurable from a single source are exempt from the District's competitive bidding requirements. 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.

The CollegeSource catalog database, has reached more than 60,000 volumes online (containing more than 50 million course description records) and supports a suite of online tools used in researching transferred credits and managing evaluation decisions.

The Transfer Evaluation System (TES®) from CollegeSource has the 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.

**MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (course description database) 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 charges are based on the enrollment size of the institution and on length of time as a TES customer, with older clients receiving a considerable discount. The charges for TES will be:

<b>College</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
Olive-Harvey	\$3,353	\$3,420	\$3,488
Harry Truman	\$7,762	\$7,917	\$8,075
Kennedy-King	\$7,762	\$7,917	\$8,075
Malcolm X	\$7,762	\$7,917	\$8,075
Richard Daley	\$7,762	\$7,917	\$8,075
Wilbur Wright	\$7,762	\$7,917	\$8,075
Harold Washington	\$2,559	\$2,610	\$2,662
<b>District Cost/Total:</b>	<b>\$44,722</b>	<b>\$45,615</b>	<b>\$46,525</b>
Increase Amount:	2% increase	2% increase	2% increase

**Sources of Funds**

The yearly charges will be transferred from the college budgets to the Transfer & Articulation budget in the Office of Strategy and Academic Governance to reduce confusion in managing the bill payment for this District-wide system. TES has been budgeted in the Student Services budget at all seven colleges for 2016-17.

**FINANCIAL:**

**Total:** \$136,862

**Charge to:**

**Sources of funds:** Education Fund

**FY17:** 530000-00003-XX614000-30000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**June 2, 2016-Office of Strategy and Academic Governance**