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**ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 6, 2020**

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

**LICENSE IN TRANSFEROLOGY
COLLEGESOURCE, INC.
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE
(RATIFICATION)**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to ratify an agreement with CollegeSource, Inc. for use of Transferology for a two year period, that began April 1, 2020 and will continue through July 15, 2022 at a total cost not to exceed \$82,698 for the contract term.

VENDOR: CollegeSource, Inc.
1327 E. Kemper Rd. Suite 3000
Cincinnati, OH 45246

USER: District Wide

TERM:

The term of this agreement commenced on April 1, 2020 and will end July 15, 2022.

SCOPE OF SERVICES:

CCC participates in the statewide *My Credits Transfer* initiative of the Illinois Board of Higher Education (IBHE) and the Illinois Community College Board (ICCB). The initiative is designed to facilitate transfer between institutions. The Transferology system is the primary tool used by students and staff in colleges around the state of Illinois. System access is free to students, while colleges and universities subscribe to use the system by obtaining a license.

Approximately 50% of City College students who complete a credential at CCC, transfer to a four-year institution. These students use Transferology to understand how their CCC coursework transfers out.

Approximately 40% of students transfer courses into City Colleges of Chicago. Incoming students seeking information as to how a course or exam from another institution will potentially transfer in to CCC, use Transferology to understand how each course will apply

towards a CCC program.

CCC advisors and staff use Transferology to inform students how non-CCC coursework transfers in, and how CCC coursework transfers out. The Transferology system serves the goal of degree completion and the goal of increasing transfer to four-year institutions.

Listed below are key features of the system:

- Monthly usage reports and most requested school course can be viewed.
- Transfer Pathways (Articulation Agreements) can be displayed on school page.
- Display school logo and basic information on the “About Schools” page.
- Listed as a featured institution in the school search function.
- Link to the sending institution school catalog.
- Searchable course bank.
- Ability for students to build a course by course portfolio of all credits earned to search for colleges that accept the credits (this functionality also allows students to see how CCC courses will transfer out to four-year universities).
- The course import functionality provided is an interface between CCC’s student information system – PeopleSoft – and the Transferology system. This feature allows each student to quickly download their CCC course history in just a few clicks, rather than adding each course, one by one.
- Customizable links and messages for students.
- Display of course equivalencies as a receiving institution. Course equivalencies allow students to see how their credits earned elsewhere, will transfer in to CCC.
- Display of program offerings and requirements.
- Availability of campus-specific traffic reports. These reports indicate the number of CCC courses that have been loaded, where students search to understand how their courses transfer out of CCC.

Transferology is the provider for this free web environment for Illinois higher education to exchange transfer articulation services free of charge to student users. A total of seventeen states participate in this web exchange environment, encouraging Illinois college students to consider transferring to colleges in other states as well as to Illinois colleges. Currently, City College students are shown how to use this system during orientation. Advisors teach CCC students how to load CCC courses into the system (a one-button procedure), how to research colleges, and how to run degree audits that are maintained by the four-year colleges. The degree audits show students how their courses will transfer and they can run these audits by major as many times as they wish, helping them to explore their transfer options. In addition, complete course articulation lists are available, which are used by students to select transferrable courses and by faculty when submitting new courses for approval for transfer.

BENEFIT TO CITY COLLEGES OF CHICAGO:

- CCC advisors use Transferology as an essential tool when advising students about transfer to a four-year university to determine how their CCC credit will transfer. In the

past 365 days, there have been over 94,000+ student transactions with CCC. In addition, CCC has appeared in 3 million+ searches nationwide, as a possible transfer course match for prospective students.

- CCC has created 100,000 + course equivalencies in Transferology for 1,100+ colleges and universities; 15,600+ course equivalents are for Illinois' colleges and universities. The license permits CCC to routinely upload course equivalencies into Transferology for students to search for transferability of their credits into CCC.
- Prospective students are able to search for programs offered at any City College using the program finder.
- Prospective students who create a free student account can search for courses offered at any City College using the course finder.
- The license includes links to CCC web pages directing students in Transferology for information about Admission, Transfer Services, Financial Aid and other student services available at each campus.
- Veterans are able to investigate how their military courses transfer in to City Colleges of Chicago.
- Expanded usage of the site in the new functions will cause CCC students to discover the four year college resources on the site and promote transfer to four year colleges after graduation from City Colleges.

VENDOR SELECTION CRITERIA:

Transferology is the sole source provider for this free web environment for Illinois institutions of higher education to exchange transfer articulation services free of charge to student users. Pursuant to state law, goods or services which are economically procurable from only one source are exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the above-referenced request and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (software license).

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

Total: \$82,698

Charge to: Office of Academic and Student Affairs

Source of Funds: Education Fund

FY21: 530000-00003-0017023-20000

Respectfully submitted,

**Juan Salgado
Chancellor**

August 6, 2020 – Office of Academic and Student Affairs