ADOPTED–BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 3, 2025

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

LICENSE IN COLLEGE SOURCE
TRANSFEROLOGY AND TRANSFER EVALUATION SYSTEM (TES)
FOR CITY COLLEGES OF CHICAGO
THE OFFICE OF ACADEMIC AFFAIRS
DISTRICT WIDE

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 authorize the execution of an agreement with CollegeSource, Inc. for use of Transferology and TES for a three (3) year period that will begin August 1, 2025 and end July, 31, 2028 at a total cost not to exceed $313, 257.62

VENDOR: CollegeSource, Inc.
8090 Engineer Road
San Diego, California 92111

USER: District wide

TERM:

The term of this agreement shall commence on August 1, 2025, and shall end on July 31, 2028.

SCOPE OF SERVICES:

Transferology

City Colleges of Chicago (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 from another institution will potentially

transfer into 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 into 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.

TES
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 160,000 course equivalencies for over 2059 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.

- The Office of Academic and Student Affairs and the Office of Information Technology developed an <u>automated import function</u> that imports this 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.

- 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.

BENEFIT TO CITY COLLEGES OF CHICAGO:

<u>Transferology</u>

- 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 12,334 transactions with CCC.

- CCC has appeared in 3 million+ searches nationwide, as a possible transfer course match for prospective students.

- CCC has created 160,000 + course equivalencies in Transferology for 2,000+ colleges and universities; More than 95% of the 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 into 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

<u>TES</u>

- Advisors have reduced clerical tasks and put more time in on a case management approach to advising.

- The assignment of transfer credits at CCC been standardized in ways that improve course placement and degree completion.

- Student service has improved. Students receive more the accurate evaluation of their credit faster than ever before.

- TES has allowed CCC to develop more military transfer credit rules than any other college in Illinois.

- 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.

- Degree audits are more accurate because transfer credit is managed properly, fixing a long-standing advising and student service problem.

VENDOR SELECTION CRITERIA:
In accordance with sole source policy procedures, this service is exempt from the District's competitive bidding process.

MBE/WBE COMPLIANCE:
The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (software license) 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:
Total: $313, 257.62
Charge to: Office of Academic Affairs
Source of Funds: Education Fund
FY25-FY28: 54/530000-00003-0000141-80000-0000000

Respectfully submitted,

Juan Salgado
Chancellor

April 3, 2025 – Office of Academic Affairs