

# INITIAL PROJECT PROPOSAL

## (AccuSQL-Tracking Software)

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### EXECUTIVE SUMMARY – SECTION 1

As part of the Western Association of Schools and Colleges (WASC), the institution is responsible for providing support services to all students, while evaluating the impact of the services provided. Standard II.B.3 states, "The institution evaluates the library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement." Currently, we use AccuSQL to track student attendance. However, we have had to rely on manual imports of data to properly load student information in the system. This creates issues for many of our centers, as the data is not always up-to-date. AccuSQL is currently offering an opportunity to integrate data from Banner, our SIS system.

### BUSINESS PROBLEM

The manual imports require time from the IT team and the individuals validating the data and troubleshooting concerns. Engineerica is making the following opportunity available:

A direct interface utility will automate the process of exporting student and enrollment data from the SIS and importing it to AccuTrack / AccuSQL. To develop this utility, our senior software developers will work with your college SIS programmer to understand, design, code, and test this utility. Here is what your college needs to provide:

- Access to your SIS developer or tech to provide us with interface information.
- An SIS dummy / test account to use in testing the interface utility.
- Feedback on the finished product.

In return for your help, you will get a complimentary license to the developed interface utility to use with your AccuTrack / AccuSQL software.

### ANALYSIS

Describe business processes that will be improved or are not operating properly because of the problem.

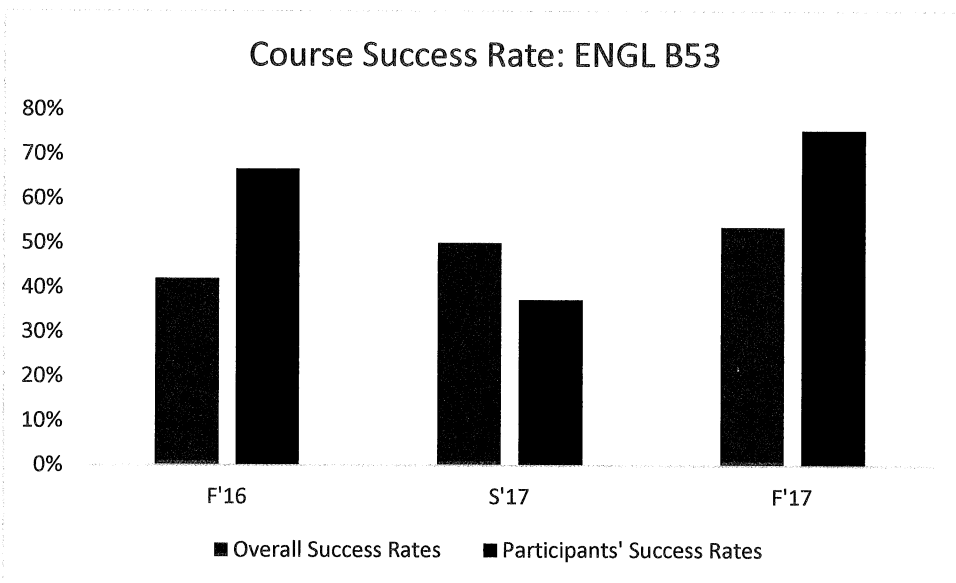
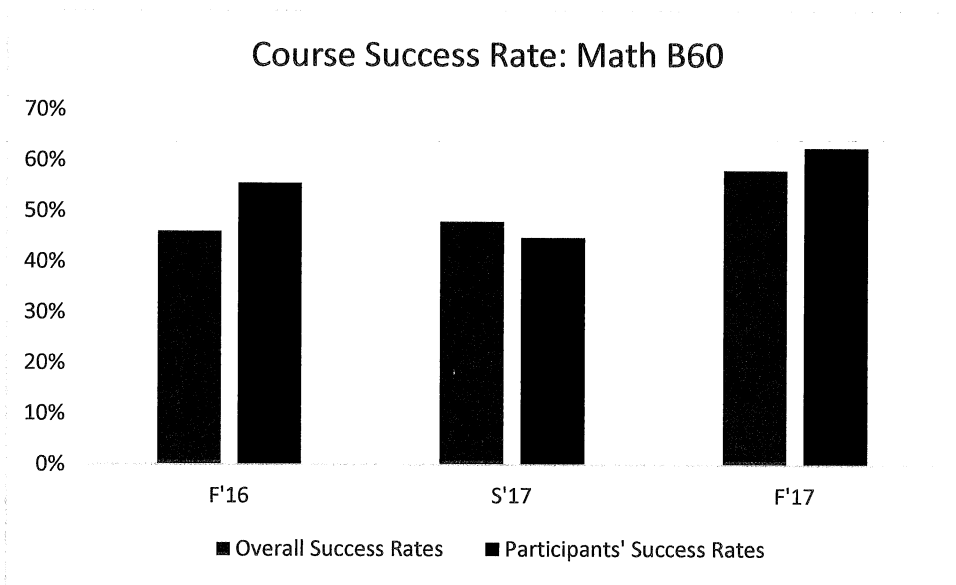
As described above, without this process, a manual data push has to be initiated by someone in the IT department. This data push affects the automated registration import that we need to properly track student attendance. These data are used to generate weekly reports to faculty and key student success leads around campus. The utilization of those data allows for timely interventions. In addition, that data are used to assess student success at the end of the term.

What is the impact of not implementing the proposed solution to the problem?

This automated process will allow us to streamline the data that is entered into AccuSQL. The cleaner the imports to AccuSQL, the cleaner and more accurate that the reports will be for evaluating services and utilizing the finds for a "basis of improvement," as described in WASC Standard II.B.3. In addition, this system allows us to accurately track and maintain positive attendance records for areas that need to collect that information for apportionment.

List all quantitative support in favor of eliminating the problem.

We have been able to pull quantitative analysis using the data pulled from AccuSQL. This data has allowed us to evaluate the delivery of our services to make improvements for future terms. The charts below reflect some of the data that were pulled recently:



Participants' refers to the students that utilized support services and success is measured by students that earned a passing grade ("A," "B," or "C") in the course.

What timeframe are you hoping to get the solution\problem resolved within?

Since this is a pilot program, the timeline is tentative. However, the hope is to have a discovery call scheduled week 4 of the term to discuss the timeline.

Is the solution to this problem an opportunity to collaborate with other colleges?

Each institution would be responsible for contracting with Engineerica.

## **SOLUTION**

AccuSQL is a software that will automate the data collection and reporting processes Below is a list of a few items that AccuSQL will track and report on:

- Tracking students' visits and usage of services
- Creating and reporting on student groups such as student athletes, at-risk students, grant students, or whatever other groups you want to build
- Analyzing multi-level visitors' demographics via profiles
- Viewing who is using the center at any moment
- Analyzing traffic patterns including peak usage times and most popular services
- Tracking staff work hours and utilization
- Running program assessment reports that show the effect of services on students' success
- Managing seminar/workshop registrations and sign-ins
- Generates powerful, flexible and professional-looking reports at a click of a button
- Includes several powerful customizable report filters
- Includes a Custom Query Generator to build your own reports and export them in several popular formats, including MS Word, Excel and xml
- Integrates custom reports output with Microsoft Mail Merge
- Saves your visitors time by providing a quick sign-in and sign-out process
- Saves your staff time by automating manual processes such as attendance tracking and scheduling appointments
- Saves you time by automating the data collection and reporting process for your center

## **OBJECTIVES**

List the high-level objectives of the proposed solution.

1. Automate the data migration into AccuSQL
2. Reduce issues created by having out-of-date data in the system
3. Eliminate data validation issues by having the system pull the data from Banner.

Provide the scope of the proposed solution

*Note: Please be as thorough as possible in what you want implemented (for example, if there are multiple modules in a software/hardware solution, which of those are you hoping to implement?) The scope that is defined in this section will help determine the resource needed for the project and shouldn't be changed once the project is in the queue.*

## DELIVERABLES

List the project deliverables. A deliverable is a unique and verifiable product, result, or capability to perform a service that must be produced to complete a process, phase, or project.

More accurate reports and data tracking. This information will inform the way that support services are structured and delivered to students.

Requirements

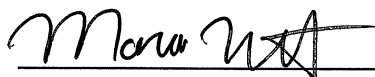
## ESTIMATED COST

Provide high-level cost information or funding(s) for implementing the proposed solution. Items include Software, hardware, training, ongoing license/maint, purchase price.

Description	Estimated Cost
Data migration project	N/A
Ongoing cost of solution (sponsor will commit to funding)	
<b>TOTAL ESTIMATED COST OF PROPOSED SOLUTION</b>	<b>N/A</b>

## AUTHORIZATION – SECTION 1

Date: 10/23/18



Project sponsor approval

## COLLEGE REVIEW AND APPROVAL – SECTION 2

Note: This section to be completed by the campus IT Director, or in the case of the district office, a district office IT Director.

Provide high-level, summary information about the project and why it is needed. This section is submitted to the college's technology committee and approved locally before submission to the district wide committee.

If it is determined it can be done locally no further submission into the district wide process is required and the college will proceed as needed.

The following are areas that need to be reviewed and verified prior to further submission into the process. Several of these sections will help indicate if District Office resources are needed.

SSO (Single Sign-on) – Will staff need to have access to the system (internal\external to the district).

Data integration-- What other systems will this solutions' data need to access - both internal\external to the district.

New application – Is this a new application in the district

Security – Data\access security analysis

Legal – Contracting language, FERPA, HIPPA, etc.

Accessibility – ADA, 508 compliance

#### ESTIMATED TOTAL COST OF OWNERSHIP

This section will share how this product will be supported for the duration of the life cycle until it is discontinued. Key parts will include:

Ongoing funding source – This is GUI, RP, grant, etc.

Staff support – how will this be supported for ongoing maintenance of the solution

If this is a grant funded project the college will provide the resources to support this system once the grant funding has ended.

#### AUTHORIZATION – SECTION 2

Date: 10/25/18  
[Signature]

[Signature] IT Committee Faculty Co-chair

Date: 10/23/18  
[Signature]

[Signature] College IT Director approval

#### COMMITTEE REVIEW – SECTION 3

## ESTIMATED SCHEDULE

Provide high-level schedule key milestones.

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	
End of Project	

This section still in development.