INITIAL PROJECT PROPOSAL

(Dualenroll.com Integration)

EXECUTIVE SUMMARY – SECTION 1

Provide high-level, summary information about the project and why it is needed. This is submitted by the requestor and approved locally before technical research is started. This is a tool for the local college, department, etc. to make a project request and then prioritize.

The current process for enrolling high school students in college dual enrollment courses is a manual, labor intensive and time consuming process for not only college Admissions and Records staff, scheduling technicians and college administrators and faculty, but also for high school administrators, guidance counselors and students. Course registration enrollments for dual and concurrent enrollment have exploded during the last 3 years, with the colleges collectively now having approximately 5500 course enrollments per term. Given that all "special admits" enrollments (dual enrollment, concurrent enrollment, inmate education and Instructional Service Agreements) are a manual registration process, the colleges simply cannot manage the current manual enrollment process and must consider using technology to meet their needs.

The *DualEnroll.com* (DE) software system automates and streamlines the process of enrolling high school students in college courses. Students are presented with a user-friendly and intuitive subset of the overall college admissions and registration process and guided through the required steps. A customized, integrated workflow manages each step of the enrollment process between student, high school counselor, parent and college admissions and registration staff; the system requests and tracks receipt of required documents like permissions and transcripts, generates alerts for college and high school staff for missing elements, and facilitates review for policy compliance. Paper forms and manual data entry is eliminated and valuable data is generated for reporting and ongoing program improvement.
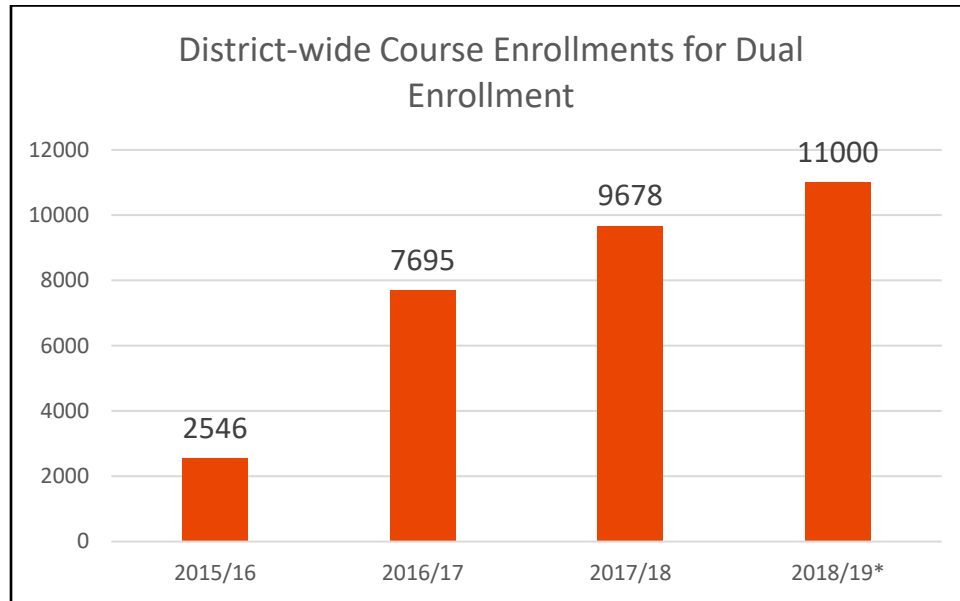
All three colleges support this project and categorical funding will offset all costs of the implementation of the integration project, including but not limited to the outsourcing of work to private contractors.

BUSINESS PROBLEM

Describe the business problem or opportunity.

Currently the registration process for Dual Enrollment courses is a paper/manual process, which is labor intensive and time consuming for both the College and High School. In addition, to being time intensive the process is frequently prone to error. Students applications are lost, required signatures are missing, and deadlines frequently missed. With course enrollments increasing to approximately 9,678 district-wide for the 2017/18 academic year and projected 2018/19 enrollments increasing to 11,000, the workload for College Admissions and Records, Dual Enrollment Program Managers, Scheduling Technicians and High School guidance counselors and administrators has become unmanageable. The impact on students is even greater. The failure to enroll students in a timely manner results in delays in accessing course

materials, which could lead to subsequent course failure or student frustration. Furthermore, the college runs the risk of non-compliance in maintaining a comparable learning environment for high school students enrolled in college courses and could negatively affect the college's accreditation status.

District-wide Course Enrollments for Dual Enrollment

Year	Enrollments
2015/16	2546
2016/17	7695
2017/18	9678
2018/19*	11000

*2018/19 data estimated – Fall enrollments = 5534

The *Dualenroll.com* software program would automate the registration process by allowing students to complete the application and enrollment requirements on line, as well as provide frequent electronic reminders to students and HS guidance counselors to help avoid missed deadlines. In addition, *Dualenroll.com* streamlines the process of adding and managing additional courses providing students a richer awareness of course offerings. The software system would also integrate with the college scheduling system creating a simplified building of the course schedule.

ANALYSIS

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

Integration will automate the exchange of information and required data between the college ERP system and *Dualenroll.com* and decrease the efforts and time spent by staff of the college and high school staff responsible for the management of the requirements. By integrating with the College ERP system, student enrollment and student engagement will increase as well.

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

As noted in the trends for enrollment numbers of students in dual enrolled courses, dual enrollment growth has been exponential and this growth is only going to continue due to high school and college accountability measures requiring early college credit for high school students. Continuing to do business as usual is not working for our colleges and in times of limited, financial support for non-instructional staff, the colleges and district must learn to work efficiently using technology to its greatest advantage.

Not implementing the automation of the dual enrollment registration process will continue to have negative effects on employee productivity and morale, student and high school partner satisfaction, as

well as a failure for the college's to meet their student success goals through missed opportunities for high school students to receive early college credit.

List all quantitative support in favor of eliminating the problem.

- Decreased workload on overtaxed personnel and systems
- Reduced errors in enrollment process
- Reduced hurdles for students
- Improved timeframe for enrollment, so that colleges are compliant with college timelines
- Increased partner satisfaction
- Improved student readiness for college by placing responsibility of enrollment upon student/parent using the online system.
- Software system will also generate analytic data regarding course enrollments.

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

Prior to the start of Fall 2019.

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

Yes, all three colleges are having the same issues with the growth of dual enrollment and the workload associated with the manual enrollment process. The College's would be able to collaborate on implementation of the system, determine standardized processes, and share best practices with

SOLUTION

The Dualenroll.com software solution exchanges data with the Ellucian Banner student information system. There are three touch points where Dualenroll.com will need to integrate with Banner for the exchange of information:

- Course and course section information
- Admission application data
- Course registration requests

Through these three touch points, the automation of the course registration process will:

- Decrease workload on overtaxed personnel and systems
- Reduce errors in enrollment process
- Reduce hurdles for students
- Improve timeframe for enrollment, so that colleges are compliant with college timelines
- Increase partner satisfaction
- Improve student readiness for college by placing responsibility of enrollment upon student/parent using the online system.

OBJECTIVES

List the high-level objectives of the proposed solution.

There are three touch points where Dualenroll.com will need to integrate with Banner for the exchange of information:

- Course and course section information
- Admission application data
- Course registration requests

Provide the scope of the proposed solution

The scope of work required is outlined in the attached "Ellucian Banner Data Integration" document. The typical Banner integration effort requires five elements or components:

- Secure FTP script – Data is exchanged via an SFTP server located on the Amazon/AWS cloud. DE will provide credentials to a college-specific directory where all data will be picked up or dropped off. Most colleges schedule their script to run hourly.

- File parser – The college will need to write (or modify) a file parser to open the DE application.xml (or csv) and registration.xml (or csv) files and pass that data to the appropriate Banner routine.

- Duplicate check – The parsed data from the application.xml file will need to be passed to whatever duplicate checking routines the college utilizes in Banner to find out if the student already exists.

- Calls to "admit" or "register" routines – The parsed data from the application.xml (or csv) or registration.xml (or csv) needs to be packaged up and passed to the appropriate admit or register routine in Banner.

- Creation of response file – After the appropriate routine has been called, the college will need to create a simple status.xml file with the results of the application or registration request. In the case of the application request, DE needs the student identifier used in Banner. In the case of the registration request, DE needs a simple success flag.

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 you are hoping to implement?) The scope that is defined in this section will help determine the resource needed for the project and should not 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.

There are three touch points where Dualenroll.com will need to integrate with Banner for the exchange of information:

- Course and course section information
- Admission application data
- Course registration requests

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
Cost of work is unknown – Strong Workforce funding will pay all aspects of implementation which includes but is not limited to: outsourcing of work to private contractor, software license fees, etc.	
Ongoing cost of solution (sponsor will commit to funding)	
TOTAL ESTIMATED COST OF PROPOSED SOLUTION	

AUTHORIZATION – SECTION 1

Date: _____   _____ 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: _____   _____ IT Committee Faculty Co-chair

Date: _____   _____ 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	

Modifications to any requirements, timeline, scope, etc. of this project can only be authorized with a formal change control request and with approval of the below signatories

Date: _____   _____ College IT Director approval

Date: _____   _____ Chief Information Officer

This section still in development.