

To: **ctcLink Working Group**

From: **Daniel Cordas**
Seattle College District ctcLink Project Director
Admissions Common Process Co-Facilitator

Date: **June 1, 2018**

Re: **Governance Process Recommendation re Admissions**

The Admissions Common Process was completed in May 2017 based on the PeopleSoft functionality in use at the FirstLink colleges. Since that time, the ctcLink investment plan has added funding and a commitment to re-design the online admissions application for launch in 2019. An admissions re-design committee is currently in place to begin this work.

This poses a challenge for how the Admissions Common Process workshop outcomes are reviewed and accepted through the governance process.

After discussion with the Common Process team and SBCTC project team, our recommendation is for the Working Group to review the workshop outcomes, and transmit the Admissions Common Process and recommendations to the Admissions re-design committee as a set of baseline requirements.

If the final admissions design requires changes to the common process, we will coordinate review of those changes with the workshop participants prior to sending the final Admissions Common Process back through governance. Ideally, the Admissions Common Process and the Online Admissions re-design should move forward together.

Common Process Outcomes & Recommendations Report

Common Process	General Student Admissions
Workshop Date	May 17-19, 2017
Submitted to Governance	May 21, 2018
Working Group Review & Acceptance	
Steering Committee Review & Acceptance	

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1. Scope

The General Student Admissions value chain begins with the applicant completing an admissions application and ends once the student has matriculated into the college. This value chain workshop *excluded* discussion of International, Running Start, and Department of Corrections process variants.

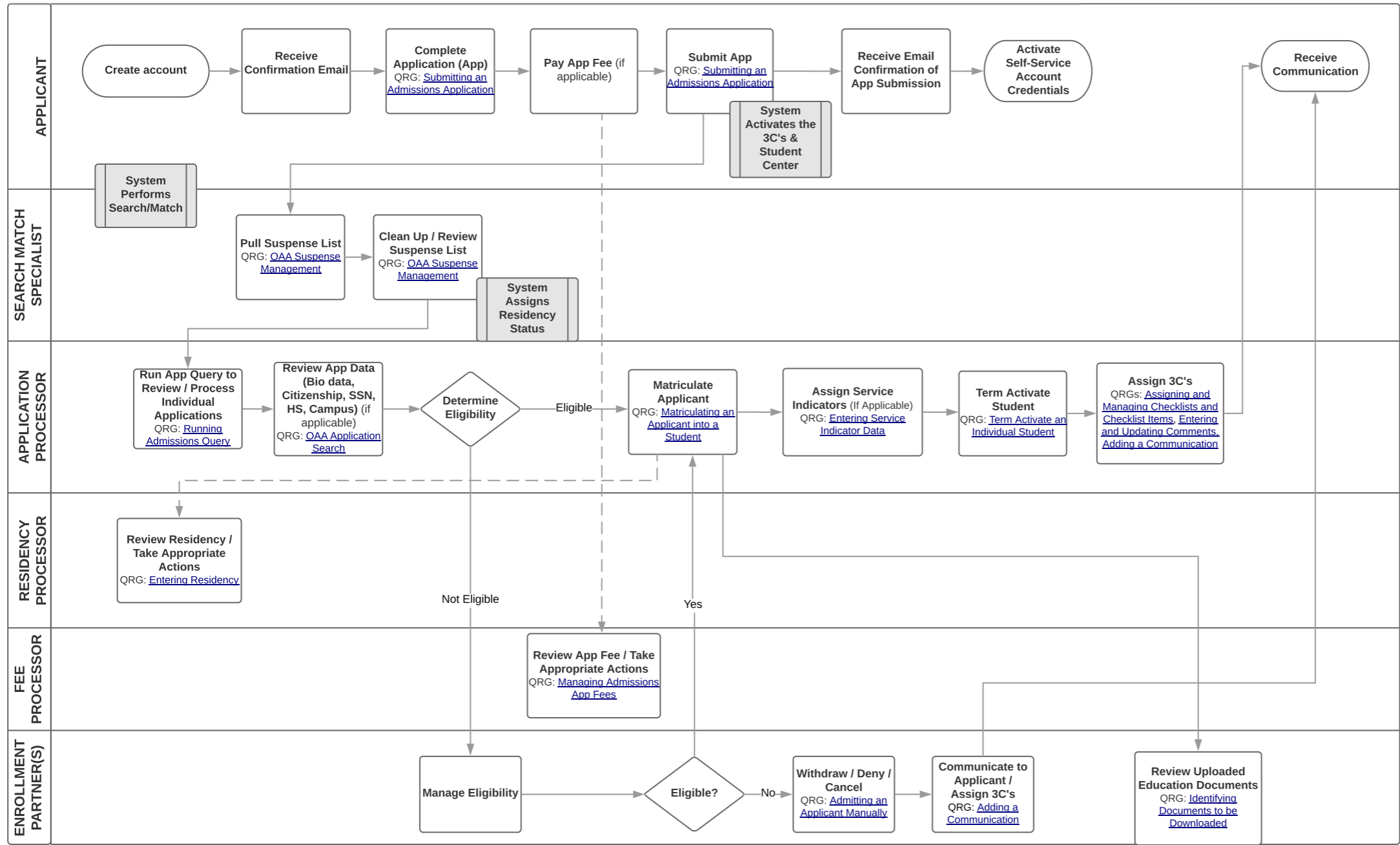
2. Participants

Workshop participants included 48 subjects-matter experts from:

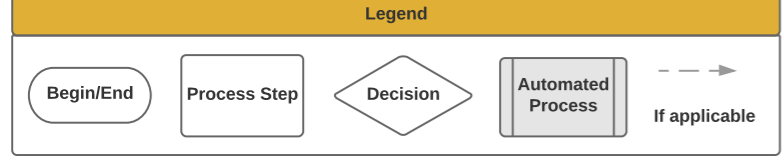
Bates	Edmonds	Peninsula	Spokane
Bellevue	Everett	Pierce College FS	Spokane Falls
Bellingham	Grays Harbor	Pierce College Puyallup	Tacoma
Big Bend	Green River	Renton	Walla Walla
Cascadia	Highline	Seattle Central	Wenatchee
Centralia	Lake Washington	Shoreline	Whatcom
Clark	Lower Columbia	Skagit Valley	Yakima
Clover Park	North Seattle	South Puget Sound	SBCTC Agency
Columbia Basin	Olympic	South Seattle	

3. Common Process

VC03: GENERAL ADMISSIONS [TESTED & REVISED]



NOTE: Process does not apply to re-applications



4. Recommendations

During the common process development workshop, participants reached several agreements related to the Admissions process. These recommendations and agreements include:

Create Update Form Using WorkCenter & Activity Guides: Create an Update form that will allow students to update their educational history, residency, citizenship status. This change will minimize the number of duplicate applications that colleges receive. Update form will require activating Workflow in online admissions. The General Student Admissions common process assumes use of an Update form.

Approving this decision would direct the ctLink project team to activate WorkCenter in the online admissions module globally, and create a Student Update form.

Activate Student Center on Application: Activate Student Center after an applicant submits an Application (AAPL) rather than from Matriculation. Allows colleges to use 3Cs to track and manage applicant communications (For example: denying admission, need for additional documents, etc).

- For Colleges that charge an Admissions Fee and accept waivers, the only way to manage/accept online waivers for an applicant will be through the Student Center.
- Activating the Student Center for Applicants provides a benefit to students who have applied to multiple colleges by providing centralized access to communications.

Approving this decision would direct the ctLink project team to make change in global configuration to give applicants access to the student center. This recommendation is cross-listed as Ticket #33295.

Standard Conventions for Effective Dating: SBCTC's ctLink project team should create and communicate standard practices for back-dating Effective Dates. For example, when to back-date Effective Dates for Term Activation after start of quarter. Back-dating conventions should be integrated into Quick Reference Guides (QRGs).

Approving this decision would direct the ctLink project team to update the Quick Reference Guides to include the appropriate back-dating advice that is currently being given out informally and one-on-one.

OAA Recommendations: The Recommendations below were submitted to Joe Holliday on May 23, 2017 to be used by the OAA Review Committee.

Educational History: Participants preferred that there be an option for applicants to provide an affirmative 'I did not attend college' and/or 'I did not attend high school' to ensure that we are gathering accurate data on students who do not complete these sections.

Demographic Questions: Participants preferred that demographic questions **be required** AND that one of the options be to select "I prefer not to respond to this question". There was significant concern that not requiring students to provide some response will lead to undercounting of specific student populations, and that undercounting will impact the ability of colleges to compete for grants.

Participants preferred different wording other than "Male / Female / Unknown" for the question regarding student gender.

Submit Application: Participants strongly preferred to have a Submit Application link on the right side of the screen, that also has status checking icons consistent with the rest of the Student Application checklist.

5. Voting Records

Voting to accept the developed Common Process was conducted by voice vote. The Admissions Common Process was adopted unanimously without dissent. College-by-college votes were not taken during proof-of-concept workshops. The specific recommendations were projected on-screen and reviewed with the workshop participants for agreement.

Executive Sponsor Joyce Loveday present during final process walkthrough and acceptance.

6. Testing Records

Testing was successfully completed in TR1 in 2017. Testing did not include the admissions fee process because the TR1 environment was not configured to require fees.

Testing was not conducted on a test instance that made use of the recommended configuration decisions.

Eleven colleges participated in testing, and submitted sixteen Quick Reference Guide revisions, all of which were completed.