

Charter

Articulation & Transfer Clearinghouse (ATC) Steering Committee

Name**ATC Steering Committee****Business Sponsor****Dr. Paula Compton, Associate Vice Chancellor, Ohio Articulation and Transfer Network (OATN)****Overview**

The Articulation and Transfer Clearinghouse (ATC) is a computer system, created and maintained by the Ohio Articulation and Transfer Network (OATN), which facilitates the electronic exchange of student transcripts among Ohio state-assisted higher education institutions. Transcripts can be exchanged using the ATC web application or institutions can utilize the automated web services. The transcript being sent to another institution is created in an Extensible Markup Language (XML) format using the national-accepted data standards created by the Post-Secondary Electronic Standards Council (PESC). This XML format allows institutions to easily extract the data from the transcripts and import it into their Student Information Systems (SIS). The ATC also produces PDF and HTML Summary formatted transcripts that can be utilized by the receiving institutions.

On an ongoing basis, OATN gathers statistics on ATC usage to help define the initiatives that are of high priority to the ATC user community. Based on the information we collect, we can develop a plan to implement these initiatives so higher education institutions can better leverage the full capability of the ATC.

Preliminary Understanding of Business Case or Need

Since its inception, there has been a diligent effort to have all the University System of Ohio (USO) schools utilizing the ATC to exchange electronic transcripts. USO participation in the usage of the ATC is approaching 100%. Now an effort will need to be put forth for the next set of ATC initiatives that will allow USO schools to take full advantage of the benefits of the ATC.

Based on the 2011 ATC Usage Survey, there is a significant interest by USO schools to eliminate paper transcripts from the process of exchanging transcripts electronically. In addition, the second high priority initiative is creating a method for importing the electronic transcript data into their Student Information System (SIS). Analyzing and finding solutions to implement these initiatives will create a very quick and efficient process for electronic transcript exchange.

Objectives

The primary objectives of the committee are to devise a plan to assist USO schools to implement ATC initiatives pertaining to:

- 1) Going paperless – eliminating the use of paper transcripts during the evaluation process
- 2) Importing electronic transcript data in the school's SIS
- 3) Any other initiatives of high priority for the ATC

The Committee is charged with the following:

- Establish a scope and determine a strategy for the USO schools going paperless and importing transcript data into their SIS
- Identify requirements, technical specifications and resources needed to accomplish the initiatives
- Committee members should have ongoing communication with their constituents
 - Solicit feedback from colleagues and ATC user community to find the most common solution that can be utilized by all or a large percentage of the schools
 - Analyze and discuss various transfer policies in place at the USO schools
- Recommendations will be documented for the ATC community and shall include:
 - Possible solutions for implementing the high priority initiatives
 - Detailed technical specifications needed to execute and complete each initiative
 - Documentation of how the recommendations will be constructed, detailing:
 - » Who provided input on the recommendations?
 - » What are the roles and responsibilities of the committee chair and the stakeholders?
 - » How will the committee consider what are the best options for the SIS import?
 - Based on cost, resources, SIS vendor/company
 - Which USO school receives the most transcripts
 - How will the committee consider the best options for going paperless?

Preliminary Statement of Work

- The formation of the ATC Steering Committee is charged with defining and gaining consensus on what is needed for USO schools utilizing the ATC to eliminate the use of paper transcripts and importing electronic transcript data into their SIS.
- The priority of the ATC initiatives will continuously change based on ATC Usage Survey results, ATC Data Standards Committee feedback, OATN initiatives, and overall ATC user feedback. As the priority of initiatives change, so will the focus of the ATC Steering Committee.
- Policy decisions have a direct influence on what options are available for executing the ATC initiatives. The committee should have an awareness and understanding of those policies as they consider existing and future solutions.

In Scope

Items in Scope are as follows:

Engagement of the ATC community to insure their readiness to go paperless and begin importing the XML transcript data into their SIS.

Committee Structure

The structure of the ATC Steering Committee is as follows:

- Committee members will be identified from a list of nominations.
- A committee chair will be identified.
- The committee will schedule regular meetings at least 2-3 times in the course of each calendar year and be in communication via conference calls/email as needed
- The committee will establish a regular communication structure and provide status reports to executive management.

Committee Members

University Registrars
University Admissions Officers

University CIOs
University IT Management

ATC Technical Liaison/Business Analyst