

Report on Measure G Programs: Transcript Evaluation Service April 30, 2014

1. Provide a brief description of your program/service (50 words or fewer).

The SMCCCD Transcript Evaluation Service (TES) is a great service for students! This office evaluates student coursework from outside SMCCCD colleges and provides students with a consistent, official evaluation of how this outside coursework applies to: degrees and certificates, CSU GE Certification, and IGETC Certification. This saves counselor time and provides accurate information that is entered into DegreeWorks.

2. Is the college contractually obliged to provide your program/service? Explain.

We pay one-third of the cost for the Transcript Evaluation Service (housed at CSM) – sharing the cost with Skyline and CSM. There are two fulltime employees that work in TES and there is a need for one more to accommodate the large number of requests. There are so many requests for transcript evaluation that it takes about six to eight weeks to complete the process.

3. Is the college obligated to provide your program/service in order to meet accreditation requirements? Explain.

We are required to provide comprehensive student services. Transcript evaluation – used to help students determine if they have met our degree, certificate, CSU GE or IGETC Certification – would be considered an essential student service.

4. How does your program/service specifically support objectives of the Educational Master Plan or other strategic plans?

TES supports:

- Objective 2.9: Improve completion by streamlining and removing bureaucratic barriers to receiving degrees and certificates, and
- Objective 2.11: Improve completion by enhancing the Transfer Center outreach, activities and articulation.

This is done through the accurate evaluation of transcripts and the entering of this information into DegreeWorks so students have ready access to determine what degree/transfer requirements they have met with past coursework.

5. How many students (headcount) per semester are served by your program/service in an academic year?

TES has evaluated hundreds of transcripts in the past few years; as of 4/13/13 we have had 740 requests. More information on the numbers will be presented at the meeting.

6. Does your program/service provide for the needs of a special population of students?

TES serves all students at all three colleges with the transcript evaluation services.

7. What is your evidence of program success?

This is difficult to measure, although with DegreeWorks having “complete” information about a students’ coursework, they are more likely to petition for a degree or certificate. We have seen an increase in the numbers of degree and certificate petitions over the past two years.

In addition, with this complete data, we are able to begin to automatically award degrees and certificates based on the DegreeWorks information.

8. What measures would be required in order to accommodate your current students if your program were to lose funding?

If we lost the ability to have the transcript evaluation service, we would need to dedicate a counselor (or two or three) to do this on a regular basis. It is a time-consuming process and would need to have an individual dedicated to it. And, the evaluations would need to be entered into Banner.

9. What specific measures of cost savings to your program/service can you propose? What are the consequences of implementing these measures?

This is an efficient and consistent way to provide transcript evaluations – and they are entered directly into Banner so the evaluation is only done once. District IT is looking at doing some automatic articulation – setting up a system where electronic transcripts are automatically evaluated and entered into Banner – and this might be available in a year or two.

10. What other possible sources of funding might be available to fund your program/service?

This is an on-going administrative cost. Fund 1 would probably be the only possible alternative as I am unaware of any grant funding for transcript evaluation.