Print Form

Save Form

Western Oregon UNIVERSITY

# WOU STRATEGIC BUDGET PROPOSAL FOR INSTITUTIONAL PRIORITIES

## I. PROPOSAL OVERVIEW

| | | |
|---|---|---|
| Title<br>Software suite for student persistence/retention and student and academic program assessment | | |
| Department<br>Academic Affairs | Requestor<br>Scheck, Girod, Winningham, McDonald, Monahan, An | |
| Requestor Email<br>schecks@wou.edu | Requestor Phone<br>8-8271 | Request Date<br>05/15/17 |

## II. TIMEFRAME

| | | | |
|---|---|---|---|
| **Proposed Dates** | Start | 07/01/17 | End |

## III. PROPOSAL SUMMARY

*Make your summary **concise** and compelling. Avoid jargon and acronyms. A limit of 100 words is recommended.*

Academic Affairs has been reviewing a number of software enhancements to better support student retention and organize academic program assessment for professional and NWCCU accreditation purposes.

This proposal contains two software requests: 1) College Scheduler by Civitas which enables students to plan upcoming term enrollments that meet their personal schedule needs; 2) Acalog catalog management to move to web catalog. Note earlier inclusion of tk20 academic assessment tracking was implemented due to pressing assessment needs and is not included in this budget proposal.

## IV. PROPOSAL SCOPE

Describe the proposal and the expected outcomes if approved. Additional space available on the next page.

Regarding the software requests:

1) College Scheduler enables students to work up enrollment scenarios for adding courses needed for progress toward the degree and to run various Banner course schedule scenarios for the upcoming term(s) that account -- even before enrollment is open. This enables students to match course offerings and times to best meet their work schedules and other schedule obligations. This capacity will reduce the time advisors need to spend with students attempting to work out schedules. National data from Civitas notes increased student persistence and higher enrollment credits/term. The software is used by other public campuses in Oregon.

2) Acalog software will enable us to produce a Banner-linked catalog and be able to populate program web pages, interactive catalog for students and printable catalog for government reporting needs. The prior process of catalog production was labor extensive (almost full-time for Julie Harding and much work for Denise Visuano in Strategic Communications and Marketing for graphic design work. The software replaces substantial amounts of human labor FTE.

***Proposal Scope continued***

## V. STRATEGIC ALIGNMENT

Describe the proposal's linkage to the university Strategic Plan.

I. Student Success 4.2 Develop user-friendly catalog, scheduling and registration systems.

IV. Accountability 3.3 Utilize web presence, social media and other forms of media to expand the university's visibility. A current, readily accessible college catalog will support this goal.

## VI. ADDITIONAL INFORMATION

Please include the following: implementation plan, assessment plan and the plan to sunset proposal if assessed objectives are not met in the timeframe outlined.

1.College Scheduler would be operated by the Registrar's Office and integrate with Banner - DegreeWorks. Registrar and Academic Advising would produce tutorials and run help sessions to familiarize students and faculty with the use of this function.

One-time customization and set up: $5,000
Annual hosting, support, maintenance, and upgrades: $20,264
Pricing breakdown: $2.25 / student; 9,006 students per IPEDS Data Feedback Report, 2015-2016

2. Acolog offer includes a $12,000 discount if contract signed by Dec 31. Amy Clark and Cat McGrew are reviewing the software needs with UCS.

COST PROPOSAL DETAILS
For Western Oregon University, based on an FTE count of 4794.
1. Licensing $26,367.00
2. Hosting, Support and Upgrades (Annual) $6,065.00
3. Professional Services (Catalog Transition) $27,250.00
Discount contingent on 2017 Contract Signature
4. Other Costs (none)
($13,625.00)
Total Year-One Cost: $59,682.00
Total Year-One Discounted Cost (if contract signed by Dec 31) $46,057.00
Total Annual Cost (Beginning Year-Two): $6,065.00

Costs would be covered via savings from Julie Harding FTE previously committed to catalog production.
Catalog Transition will include:
• Training and Consulting. You likely will have been introduced to one of our Implementation Consultants prior to the start of the project. An Implementation Consultant will lead discussions with you that require content analysis and documentation. The Implementation Consultant also will provide targeted training for you during the course of the project. They work in partnership with you and with the Project Coordinator, who leads the Implementation Team. The number of hours assigned to this category will depend on pre-sales discussions you have had with a Senior Consultant or with your Account Executive. Please note that long distance telephone costs associated with call-in for training or consulting are the responsibility of the Client.
• Project Management. The Project Coordinator is a working member of the Implementation Team, and will be your primary contact regarding project milestones, timelines, reviews, and deliverables.
• Policy/Narrative Content Build. This represents the time required to extract your front-of-thebook narrative content and enter it into the Acalog.
• Courses Database Build. Unless we are provided with course information in a usable database format, we will need to convert your text-based course information into distinct fields in a spreadsheet that can then be imported into the Acalog. This can be a very time consuming process, which will be reflected in the cost estimate.
• Programs Build. One of the significant benefits of a system like the Acalog is that programs can be treated as data in the system. This creates tremendous efficiencies in management your content, but it also means we don't just cut and paste content in — we actually build your programs based on a well-defined template.

| **VII. BUDGET** Select all sources that will fund this proposal and complete form A (below) for each source. (Additional copies on pages 6-8.) | | | |
|---|---|---|---|
| Education & General ☑ | Grant ☐ | Self-Support Academic ☐ | Self-Support Non-Academic ☐ |

| **A. Funding Source** | Education & General ☐ | | Grant ☐ | Self-Support Academic ☐ | | Self-Support Non-Academic ☐ |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | 51,057.00 | | | 26,329.00 | 26,329.00 | 26,329.00 |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 51,057.00 | 0.00 | 0.00 | 26,329.00 | 26,329.00 | 26,329.00 |

| **A. Funding Source** | Education & General ☐ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| **A. Funding Source** | Education & General ☐ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| **A. Funding Source** | Education & General ☐ | Grant ☐ | | Self-Support Academic ☐ | Self-Support Non-Academic ☐ | |
|---|---|---|---|---|---|---|
| | **One-Time Funding** | | | **Base (3-yr Recurring) Funding** | | |
| **INFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **SFTE** | | | | | | |
| **Revenue** | | | | | | |
| **OUTFLOWS** | FY17 | FY18 | FY19 | FY17 | FY18 | FY19 |
| **FTE** | | | | | | |
| **Salaries** | | | | | | |
| **Benefits** | | | | | | |
| **Materials & Supplies** | | | | | | |
| **Travel** | | | | | | |
| **Contracted Services** | | | | | | |
| **Capital** | | | | | | |
| **Other Operations** | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| VIII. PROPOSAL SIGNATURES | | |
|---|---|---|
| Department Head | Name | Signature |
| Division Head | Name | Signature |
| Vice President | Name Stephen Scheck | Signature |

| IX. ACTION | | |
|---|---|---|
| **Recommended by UBC** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Recommended by President** | Yes ☐ No ☐ | Date |
| Comments: | | |
| **Final Approval** | Yes ☐ No ☐ | Date |
| Comments: | | |