

Gina Anderson

From: Jeff Barrett
Sent: Friday, March 16, 2012 4:11 PM
To: Gina Anderson
Subject: Administrative Systems Review (200-45) - GradHub

Hello Gina,

We'd like to invite the Academic Senate to participate in the following review under the 200-45 Administrative Computing Policy:

Project: **GradHub**
Sponsor: **Office of Graduate Studies**
Details: <http://admincomputing.ucdavis.edu/projects/gradhub.cfm>

Overview:

The GradHub application is an integrated portal to various modules that will enable Office of Graduate Studies management and staff, graduate program staff, advisers and faculty to access information and enter data related to graduate applicants, students and alumni.

Status:

- As part of the conceptual 200-45 review process for this project, we are seeking a brief statement summarizing the Academic Senate's feedback/position regarding the proposed system. You can send any Senate feedback directly to me, in whatever electronic format (Word, PDF, etc.) is most convenient for you.
- As with other projects, 200-45 provides a venue for ongoing review and discussion. In addition to a formal Academic Senate response, direct comments from Senate members are always welcome. (As previously discussed, we are careful to distinguish between individual comments and the official positions of campus organizations.)

Best Regards,

Jeff

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If members wish to comment directly, we have established a SmartSite for 200-45 project reviews. For those who have not yet joined, directions for signing up and participating are as follows:

To access the 200-45 Review SmartSite

1. Go to SmartSite (<http://smartsite.ucdavis.edu>) and select the **Log In** button in the top right corner.
2. Enter your UC Davis LoginID and password.
3. The first time you access the site, you will need to join the 200-45 Review site so you can participate in the discussion forum.
 - o To join, click **Membership** under the My Workspace tab in the top left corner.

- Select **Joinable Sites** at the top of the Membership window.
 - Select **Join** under the **200-45 Review** entry. (The site list is alphabetical, so it should be near the top.)
 - You now should see a **200-45 Review** tab to the right of the My Workspace gold tab (or in the More pull-down menu in the upper right corner).
4. Click on the **200-45 Review** tab to enter the site.

To provide feedback or ask questions regarding a project under review

1. Within the 200-45 SmartSite, choose **Project Forums**.
2. **Select the specific project** (called a Topic in SmartSite) that you would like to discuss.
3. Within a Topic, you can choose **Post New Thread** to add new comments or questions.
4. To contribute to an existing discussion or respond to a question, select the item of interest and choose **Reply**.

You can also pose questions directly to the project contacts; they are listed on the project page referenced above.

(For examples of previously submitted projects and feedback, please see <http://admincomputing.ucdavis.edu/projects/>.)

Be green - please print only when necessary

GradHub

Policy 200-45 Conceptual Review

Prepared by: Rich Shintaku, Assistant Dean, Graduate Studies

3/1/2012

GradHub
Policy 200-45 Conceptual Review

Overview 3

Business Need 3

Strategic Context 5

Timeline and Budget 6

Value and Impact 7

Dependencies..... 7

GradHub
Policy 200-45 Conceptual Review

Overview

The GradHub application is an integrated portal to various modules that will enable Office of Graduate Studies management and staff, graduate program staff, advisers and faculty to access information and enter data related to graduate applicants, students and alumni.

The project sponsor is Jeff Gibeling, Dean of Graduate Studies.

Business Need

The GradHub application will address a broad range of functional needs. Specific modules include:

- **Roles, access and permissions**

This module controls access for all other modules and software applications. Affiliations and roles are entered by the person who assigns them, so authorization is incorporated into the process.

- **Graduate program management and faculty affiliation**

(e.g. committee membership, chairs, advisers)

This module reflects the organization of interdisciplinary graduate education that is not just departmentally based. It captures and displays formal appointments to various roles in graduate programs, provides access to related electronic documents and maintains deadlines; degree, certificate and designated information; as well as contact information.

- **Graduate student information and supplemental tracking**

(summary, student detail, aggregates, flags and indicators)

This module includes all data contained in Banner related to students and associated employment information. It allows entry of tracking information that is specific to each program and does not currently reside in Banner. This tracking data will be entered (via the web front end) into Banner tables. It will incorporate rules based on policies related to graduate students. The basic reporting module can be deployed with existing campus access. Tracking input and sensitive data cannot be delivered until the permissions and program modules are implemented.

- **Document management integration**

(including forms, transcripts and letters of recommendation)

Electronic documents are maintained in the Administrative and Resource Management's (ARM) EDMS and made available via links from the related data point.

- **Graduate commencement registration and management**

This module supports student participation in commencement ceremonies and includes faculty registration and association with graduates. It will be developed with enhancements to Banner commencement functionality.

GradHub
Policy 200-45 Conceptual Review

- **Graduate student financial support information (fellowships, employment) and calculating tool**

Part of this module is incorporated into the student information module, but there is additional information needed to reflect financial aid status by program. The financial calculating tool will support modeling for individual students and by program. The current GradTracks reporting functionality will be incorporated into this module.

- **Graduate Studies electronic forms, petitions and workflow**

This is actually a functionality that is incorporated into all modules. Documents that are uploaded or externally generated are currently being incorporated into the ARM EDMS and made available with the appropriate reporting modules. The next phase will support online completion of all required forms, with submission through a workflow to complete approvals and upload data into the database. Original completed and approved forms will reside in the EDMS as a document image.

- **Graduate prospect and recruitment management**

This module gathers prospect information from recruiting activities and web inquiries. It automates delivery of requested information and materials. Email messages are supported by a table driven communications plan.

- **Online graduate program review**

This module supports the Graduate Council's current review process of all graduate academic programs.

- **Graduate recruitment funding and expense reporting**

This module supports the current annual request process by graduate programs for recruitment funding and reports expenditures by programs.

- **Graduate student orientation registration and management**

This module supports registration, scheduling and communications for the current annual fall graduate student orientation program (i.e. Week of Welcome).

- **Exit survey, graduate student contact management and alumni tracking**

This module supports contacts and ongoing communication with graduate alumni and UCOP reporting expectations and requirements.

- **Online graduate admissions and fellowship review and decisions (currently GARD)**

While this tool has been in use for five years it will be refined and incorporated into GradHub. GARD receives application materials; manages applications for graduate admissions and fellowships; shares review comments and rankings; enables faculty to submit proposed admit decisions; and allows OGS to push final admit decisions and statement of intent to register by admitted applicants (SIR) to Banner.

GradHub

Policy 200-45 Conceptual Review

Each module minimizes the use of paper documents by providing links to resources in an electronic document management system, provides a workflow that streamlines the flow of decisions and maximizes the availability of integrated information.

This project will provide one location for program and campus users to find and manage many aspects of graduate student education and support. It will not replace any system of record as it supplements the SIS and Payroll systems and provides information based on those data collection systems.

ADMAN, graduate program staff and faculty, Student Affairs, Budget and Institutional Analysis, and the Office of Graduate Studies, all have identified graduate tracking as a priority for the campus. This project serves to address this demand by providing a tool that will serve all graduate academic programs as well as campus wide coordination/administration and system wide reporting responsibilities.

Restricted content

Some modules contain data regulated by FERPA regulations; the graduate student financial support module contains data regulated by HIPAA regulations. All users will need to be certified with the corresponding training. The SIS implements and enforces security considerations related to restricted and sensitive data. Because all data accessed or collected by GradHub will reside on the SIS or Payroll servers, GradHub will inherit and utilize the same protections applied to our core campus applications. There will be no shadow or supplemental tables residing outside of the SIS.

Strategic Context

Implementation of GradHub would address the current need and desire to better inform and streamline processes and systems on campus. The 2020 initiative, which suggests a growth in the number of graduate students, only emphasizes the need for a streamlined process. GradHub will provide an accessible and reliable source of information for campus users who work with issues related to graduate students and graduate education administration. GradHub does not replace any system of record (i.e. Banner, PPS, and DaFIS).

The 90+ graduate programs, professional schools, the Office of Research, the Library, Student Affairs, Student Health and Wellness, Student Housing, and Services to International Students and Scholars (SISS) are all dependent on this information. Faculty use this information for grant applications and reporting. Applications from four campus organizations were reviewed, consulted and considered before OGS determined the need for this project. Each has provided significant insight in determining the vision and direction for GradHub.

The School of Veterinary Medicine's VIPER is specialized for their limited population, but has an outstanding portal that served as a model for much of the OGS project planning. Their alumni module is particularly effective.

The Student Affairs SIS DS is limited to the student tracking with no financial, employment, faculty, alumni or event information.

The SISS application, while specialized, offers excellent search and navigation tools.

GradHub Policy 200-45 Conceptual Review

The College of Biological Sciences Graduate Tracking module includes some supplementary student tracking as well as excellent ad hoc statistics. Graduate Studies is currently collaborating with the College of Biological Sciences under an existing MOU generated in the spring of 2011 and finalized in fall 2011. In it, the CBS graduate tracking application is identified as an excellent interim solution to this permanent application (i.e. GradHub reporting module). With this planned coordination and collaboration, the supplementary data can be incorporated into the GradHub data model before it moves to production. Directly adopting the CBS application would require OGS to acquire and support additional database servers and software. This is not compatible with the plan to integrate the graduate student reporting and tracking module within the SIS. While an excellent and effective tool, it is understood that the CBS application does not address all of the modules planned for GradHub.

In summary, no existing application on campus delivers all information related to graduate and professional students that GradHub will provide (e.g. support graduate programs, related electronic document integration, fellowship modeling, graduate prospect and recruitment, graduate commencement, orientation).

Timeline and Budget

The project includes modules that will be delivered sequentially with initial modules scheduled for delivery in fall 2012.

The anticipated project budget includes the following components:

- a. **Labor:** 1 analyst, approx. 0.5 FTE; 3 programmers for development, approx. 1.25 FTE (\$130,000/year during development)
- b. **Hardware:** Web servers for test and production (use of existing servers at \$10,000/year). SIS hardware is available at the current level of service.
- c. **Software:** Java development software, html5, SIS Oracle. Most software is open source. Additional commercial development tools (\$2,000).
- d. **Services:** SAOT is well aware that support will be needed in the few instances where Banner API interfaces for data entry are required at the current level of service.
- e. **Annual maintenance:** Maintenance can be provided by existing OGS technical staff for initial modules. As the scope of the full project is implemented, additional support will most likely be needed (\$25,000).

Currently, existing resources have been generated internally but additional resource requests from central administration will most likely be requested.

GradHub
Policy 200-45 Conceptual Review

Value and Impact

Project benefits are substantial and include:

- Provides campus with information related to graduate students, alumni, prospects and applicants along with all associated documents
- Provides integration of admissions records with academic progress records
- Provides comprehensive information on graduate student financial support
- Provides the campus with the graduate program structure and affiliations
- Supports graduate student activities including welcome week, commencement, fellowship management, graduate teaching and research appointments, exit survey, alumni contact and tracking
- Supports faculty and program review with student related activities such as committee service

Data related to student health services, student health insurance or insurance waivers currently require HIPAA certification. If this information can be provided in miscellaneous summaries or as a reliable indicator rather than sensitive information, this will eliminate the need to train and manage many users who have no other association with health information.

If this project is not initiated, the campus would continue to function and rely on existing resources. GradHub will serve to increase efficiency and access to information, minimize error, and streamline current processes, especially with anticipated academic program and graduate student growth, policy and procedure changes, diversity and complexity. As GradHub will integrate existing applications supported by the Office of Graduate Studies (e.g. graduate admissions and fellowship review, graduate prospect and recruitment management, graduate student financial support, commencement, recruitment funding and graduate student orientation registration), the unit should be able to develop and support both existing and, depending on the scale, new projects.

Dependencies

GradHub is dependent on the SIS data (Banner) and the employment data related to graduate students that are currently available in the payroll reporting system (PPS). If the underlying structure of either system changes, GradHub will need to be kept current with those changes. GradHub technical implementation is subject to the same project management constraints that are in place for the SIS, including quality assurance and code migration.

GradHub
Policy 200-45 Conceptual Review

Contact Information

- **Primary project point of contact:** Rich Shintaku, Assistant Dean, Graduate Studies (rshintaku@ucdavis.edu, 754-6001)
- **Project management:** Barbara Breeden (brabs@ucdavis.edu, 752-2872)
- **Lead programmer/developer:** Eli Richmond (erichmond@ucdavis.edu, 754-9473)