System IT Board Report
Course Program of Study (CPoS)

For the Board Meeting on May 11, 2022

Overview

Enrollment calculations for Federal Title IV Funds may only include courses that count toward the student's degree or certificate. Ellucian, our Student Information System (SIS) vendor who provide Banner, delivered the Course Program of Study (CPoS) module, which leverages functionality in Banner Financial Aid, Banner Student and Degree Works. The CPoS module uses the student's program from DegreeWorks (Banner's companion degree audit software application) and identifies courses that are part of the student's enrollment and therefore eligible for Title IV aid. The CPoS process also flags the courses that are not part of the student's enrollment and are not eligible for Title IV aid.

High level timeframe

This project was started in August 2021, with a completion timeframe of April 2022, at the request of College Presidents. The goal was to have all colleges live on CPoS in April 2022, so that they could begin checking students' classes for Fall 2022.

Implementation strategy

This project was a collaborative effort, led by Karla Nash and Tina Moore from the System office Academic & Student Affairs. There were representatives from each college on the implementation team, as well as a team of Project Manager/Business Analysts and IRBI team members from System IT. The complete list of team members is included at the end of this update. This project was a complex undertaking, with an aggressive completion timeframe.

Highlights of the project are included below, focusing on strategies that supported the collaborative effort and ultimately the project's successful completion.

- College representatives met to discuss how the student program review and notifications were currently being facilitated via manual processes. Documentation was shared and stored in a project SharePoint site.
- An Ellucian Consultant who is a Subject Matter Expert (SME) in Degree Works and scribing for use in CPoS processing was brought in to provide training for all of the colleges. This training was recorded for future reference.
- Each college met with the Ellucian Degree Works SME individually to complete a CPoS readiness assessment. Notes were provided to each college regarding their readiness assessment.
- Colleges adjusted their Degree Works Scribe to work with CPoS processing based on the information discussed in their readiness assessment.
- College CPoS testing was coordinated by System IT Program Manager/Business Analysts for each college, along with Academic & Student Affairs. Colleges adjusted their Scribe as necessary and tested these changes with the CPoS process.
- Colleges worked with their respective teams to develop their communication plans for outreach to students regarding CPoS results.

- System IT IRBI team members joined the CPoS weekly calls to discuss reporting needs related to CPoS. Cognos reports were developed based on these discussions as well as the submitted report requests.
- System IT Project Manager/Business Analysts met with each college individually to review their readiness for using CPoS in production. Configuration adjustments were made as needed, based on the findings.
- A System IT Project Manager/Business Analyst worked with the colleges and the Director of Change & Instance Management to develop a detailed schedule for running CPoS on a regular, but staggered basis for each college, using the AppWorx scheduling tool. The CPoS process is complex and utilizes a great deal of resources to complete, as it checks each student who is enrolled for the term, by looking at their current schedule and Financial Aid information and running a degree audit based on their academic program.

Project status as of 4/14/2022 team meeting

- ACC and CCD went live using CPoS for Spring 2022, which benefited all of the colleges. They shared their plans and experiences and served as a tremendous resource for the other colleges.
- CCA and FRCC are running CPoS for Summer 2022 and Fall 2022 to check output for errors; they have not yet begun student notifications.
- PCC is running CPoS for Summer 2022 and Fall 2022. Student notifications are planned to go out on Fridays.
- Other colleges are planning to go live using CPoS for Summer 2022 and the remaining colleges are planning to use CPoS in production for Fall 2022.

Team members

- Katherine Baca, System IR/BI
- Barbara Benedict, PCC
- Rana Brown, Otero College
- Tan Bui, System IT
- Yvanna Corella, RRCC
- Kristen Cusack, CCA
- Theresa Groff, ACC
- Monica Hardwick, PCC
- Erin Hergert (White), PCC
- Nancy Hoffman, System IT
- Kevin Hudgens, PPCC
- Theresa Lavin, CCD
- David Lucci, FRCC
- Dr. Lisa Matye Edwards, ACC
- Dr. Gillian McKnight-Tutein, CCD
- Nancy Meisinger, System IT
- Caitlin Moore, CCCS ASA
- Tina Moore, System ASA
- Karla Nash, System ASA
- Rebecca Redfern, System IR/BI
- Dr. Ryan Ross, System ASA
- Kelly Scott, CNCC
- Tim Spahn, System IT
- Dr. Heather Speed, PCC
- Dr. Tamara White, FRCC
- Dean Wilson, CCD
- Dr. Rebecca Woulfe, FRCC