



AEFIS 3.0 Partner Program

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APPLICATION PROCESS

Step 1: Complete the online application form.

Step 2: Customize a letter of support (template provided).

Step 3: An AEFIS Team Member will contact you with your application status.

QUICK REFERENCE

Requirements and Eligibility: Page 4

Partner Program Fees: Page 8

On-line Application Form: <http://www.goaefis.com/partner>

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AEFIS Solution

Academic Evaluation, Feedback and Intervention System – AEFIS is the web-based academic assessment management solution that automates best practices in assessment and evaluation in order to enhance curriculum development and streamline accreditation processes.

AEFIS Benefits

AEFIS is a systems implementation of assessment **best practices**, integrated as a comprehensive knowledge management platform that allows institutions to:

- ▶ Enhance and **streamline the accreditation process**
- ▶ Utilize a true **institutional curriculum design and alignment tool** to enhance curriculum development at an institutional level
- ▶ **Actively involve all stakeholders** – students, faculty, administrators and alumni in fulfilling the mission of the academic organization with less stress
- ▶ **Eliminate challenges** for switching to a culture of assessment
- ▶ **Manage direct and indirect assessment** with extraordinary ease
- ▶ Make **"Closing the Loop" practical** and manageable

The primary goal of the AEFIS Solution is to help administration, faculty and staff see clearly what they are doing so they can better fulfill the mission of your academic organization, achieve more with less stress, and use available resources more effectively. The AEFIS platform produces results that are:

- ▶ Integrated into the academic systems and standards
- ▶ Cost-effective
- ▶ Organized, systematic, and sustained
- ▶ Scalable and transferrable

Background

AEFIS is developed in Academic Partnership with the School of Biomedical Engineering, Science and Health Systems, Drexel University and College of Engineering, Drexel University. AEFIS is also partly funded with a grant from National Science Foundation (NSF).

A brief history of the AEFIS development is as follows:

- ▶ Developed in academic collaboration since 2003 at the School of Biomedical Engineering, Science and Health Systems, Drexel University, Philadelphia, PA
- ▶ Deployed since Winter 2009 at College of Engineering, Drexel University
- ▶ Received NSF funding for continued development in 2008 [NSF 08-542 IECCI]
- ▶ Currently seeking AEFIS 3.0 Partner Program sites
- ▶ Currently seeking AEFIS Development Partners with multi-institution SBIR funding opportunities

AEFIS 3.0 Partner Program

The AEFIS 3.0 Partner Program has been designed to facilitate a successful and professionally managed research period for the further development of AEFIS, enabling participating institutions to confirm the solution will meet their precise academic assessment objectives.

Partner Program activities and procedures are carefully designed to help ensure:

- ▶ Opportunity for students, faculty and staff to learn more about AEFIS and observe the benefits over a period of time
- ▶ Interest and support of the entire academic community
- ▶ Continuous evaluation and refinement

Goals and Benefits

The AEFIS 3.0 Partner Program offers participating institutions a unique opportunity to incorporate the best aspects of online assessment available. AEFIS will support Partner Program participants with expert consulting on assessment practices. These collaborations will result in case studies to document both institutional successes and effectiveness of the AEFIS Solution Platform.

- ▶ Preferred pricing packages
- ▶ Research opportunities
- ▶ Partnerships with institutions worldwide
- ▶ Jump start accreditation processes

SBIR & STTR Collaboration Opportunities

As part of the AEFIS Partner Program benefits, institutions may be invited to participate in National Science Foundation (NSF) SBIR, STTR, and IEECI funding application opportunities with AEFIS Team and other Partner Program participants.

Requirements and Eligibility

The institutions participating in the AEFIS 3.0 Partner Program need to satisfy the following requirements:

Core Requirements

- ▶ **Accreditation: Must be seeking accreditation/reaccreditation**
- ▶ **Location(s):** USA, Europe (EU and Other), Middle East, Asia, Australia
- ▶ **Academic Unit:** College/School Level Academic Unit within the University
 - Minimum one, maximum five College/School level academic units
- ▶ **Number of Full-Time Students:** Minimum 500 Full-Time Students per College/School
- ▶ **Number of Active Faculty:** Minimum 50 Active Faculty per College/School
- ▶ **Currently using SunGard Banner System**
 - Other Academic Management Systems may require additional costs to develop data connectors and may cause delays in the initial AEFIS partner program implementation

Application/Administrative Requirements

- ▶ **Complete on-line application form**
 - To complete on-line application form, please visit: <http://www.goAEFIS.com/partner>
- ▶ **Provide Letter(s) of Support from each College/School Dean(s)/Director(s)**
 - Letter(s) of support indicating IN DETAIL their specific level of commitment in leading the program or college assessment efforts and supporting participation in AEFIS 3.0 Partner Program
 - This can be uploaded electronically as part of on-line application form
 - Once your application form is submitted, you can submit a written request to receive an extension for up to 2 weeks in order to submit Letter(s) of Support from College/School Dean(s)/Director(s)
 - To download a AEFIS 3.0 Partner Program Letter of Support template, please visit: <http://www.goAEFIS.com/partner/letter-of-support-template/>

Local Partner Program Team Requirements

Establish **Local Partner Program Team** with the following designated responsibilities (2 individuals recommended, maximum of 4 individuals):

- ▶ **AEFIS Administrative Team Leader:** Typically Assistant Dean
- ▶ **AEFIS Operational Team Leader:** Typically Assessment Coordinator
- ▶ **Assessment Team Member(s):** Typically 1 or 2 faculty members who are members of Curriculum Committee or actively involved with assessment activities for their department

Local Partner Program Team Activities

IMPORTANT: Even though full attendance is not mandatory for all **Local Partner Program Team** members, active participation to as many activities as possible of the Local Partner Program Team members will be the key to a successful implementation of the AEFIS Partner Program.

- ▶ Participation in the **AEFIS Partner Training Meetings** for the initial training on using AEFIS system and coordinating initial deployment of Partner Program in respective institutions. These meetings will be held **as needed** (i.e. once a week) during the pre-rollout period of the Partner Program. These meeting will be held using web and/or phone conferencing.
- ▶ Participation in **AEFIS Partner Program Collaboration Workshops** to have the opportunity in collaborating with AEFIS consultants and possibly other institutions participating in AEFIS Partner Program implementation. These workshops will be held **at intervals throughout the academic cycles**. These meeting will be held using web and/or phone conferencing.

AEFIS Features Covered in the Partner Program

As part of the AEFIS 3.0 Partner Program, the following core system features will be made available to participating institutions:

- ▶ **AEFIS Core System**
 - Web based portal for all assessment activity by all user groups
 - User Specific Dashboards for Action Items and Access to System Functions
 - Integration with Academic Management Systems through automated data import, validation and processing
- ▶ **Instructional Decision Support System—IDSS Implementation**
 - **Incoming Student/Course Profile (ISCP)** – provides information on student characteristics, such as learning style, intelligence type, personality type, etc. that have been shown relevant to student learning. Performance criteria to be covered in the course are emphasized and suggestions for best practices in teaching these types of students these specific performance or learning outcomes are given. Embedded links provide access to specific teaching methodologies.
 - **Course Rationale and History Profile (CRHP)** – shows how each course fits into the curriculum, not only highlighting pre-requisite and following courses, but also the expected developmental stage of learning that students are expected to have entering the course and attain upon completing course materials. The association of learning outcomes and class assignments for previous class offerings are provided. Summaries of faculty and student comments on the success or failure of different teaching approaches can be accessed through specific embedded links.
 - **Evaluation Results Notes and Recommendation (ERNR)** – This form provides a summary of student and faculty course evaluations (which is linked to the **Course Rationale and History Profile**), trend analysis of student performance over several iterations of the course, a historical listing of recommendations for improvement and the measured effects of those recommendations when implemented.
- ▶ **Course Syllabus Management**
 - Manage and administer course syllabi. Centralized access to Syllabi, Notes, Recommendations, Course Outcomes (Objectives), Program Outcomes that are mapped to that Course, Syllabus Approval Process etc.
 - Syllabus is the central entity which is at the heart of AEFIS Solution that allows everything to be connected and tied together to be able to form meaningful connection between key system data. Ultimately syllabus allows for an "aggregate view" and form a conceptual meeting point of variety of assessment and evaluation and course data in a single location.
 - AEFIS allows for the management and administration of course syllabi providing a centralized repository of all syllabi, current and past, with an ability to attach notes and recommendations based on evaluation and assessment activities depending on Course Outcomes (Objectives), Program Outcomes and more.
- ▶ **Survey Management**
 - Create and manage ad-hoc as well as repeating surveys for a variety of purposes, including functionality to support survey scheduling, survey invitation/reminder email

messaging, and survey rewards management. Survey design, development, approval process, reporting, active/inactive status, history etc. i.e. Student Course Evaluations, Student Personality Surveys, Faculty Course Evaluations, Faculty Personality Surveys, Class Exams, Random Research Surveys, Senior Exit Surveys, Alumni Surveys, Employer Surveys.

- ▶ **Student Learning Outcomes (SLOs), Performance Criteria (PCs) and Rubrics Management**
 - Create and manage Student Learning Outcomes (SLOs), associated Performance Criteria and their associated rubrics. Ability to manage entire lifecycle of these information pieces in the system with design, development, approval process, collaboration, versioning and history
- ▶ **Academic Program Design and Alignment Management**
 - Create and manage academic programs and curriculum using innovative approach by way of mapping courses, outcomes and performance criteria together in varying levels from University Level to Unit/College Level to Program Level while being able to allow inheritance of these outcomes from the higher level. Design, development, approval process, versioning, history etc.
- ▶ **Direct & Embedded Assessment Measures Management**
 - Create and manage Student Learning Outcomes (SLOs) based direct assessment measures and embed them into the curriculum. Implementation and management of direct and embedded assessment measures. Create and manage outcomes based direct assessment measures and embed them into the curriculum. Design, development, approval process, reporting, versioning, history etc.
- ▶ **Meeting Minutes and Accreditation Document Management**
 - Create and manage meeting minutes and maintain a context based document repository for assessment and accreditation information, being able to associate assessment related documents and information with various elements within the entire AEFIS Solution

Updates and New Features

During the course of the AEFIS 3.0 Partner Program, all software improvements, updates and new version releases will be made available to participating institutions for the features covered in the Partner Program.

Any additional features developed that fall outside the partner program coverage may be available to participating institutions at little or no cost. This will be announced to participating institutions during the regularly scheduled **AEFIS Partner Team Meetings**.

During and after the Partner Program implementation, any advanced customization and/or custom features will be outside the partner program coverage. However these services may be available to participating institutions at little or no cost based on specifications and requirements. This will be determined on a per incident basis and if necessary a quote will be provided detailing development costs involved upon request.

Partner Program Pricing

Preferred Pricing

As part of the AEFIS Partner Program benefits, participating institutions will receive **preferred pricing** on "Licensing Fees" and "Software Maintenance Fees."

Additionally, the AEFIS Partner Program participants will be automatically eligible to participate in the AEFIS Academic Development Partner Program which will continue to offer **preferred pricing** for the duration of partner program participation.

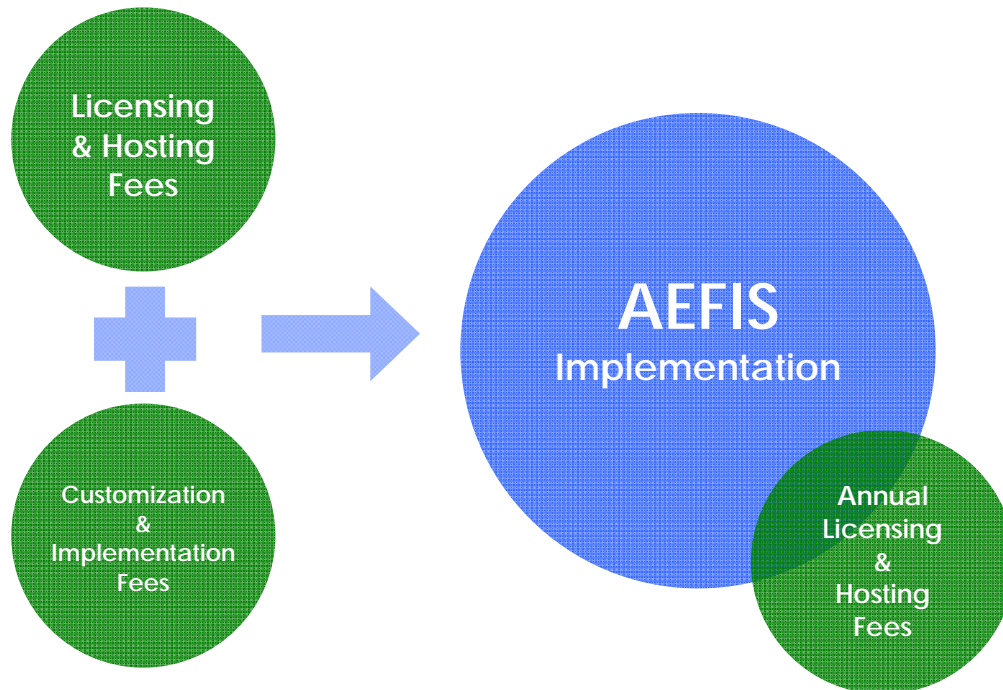
IMPORTANT NOTE: The prices listed in the next section already reflect the Partner Program and Academic Partner Program preferred pricing.

Partner Program Quote

Institutions that have been accepted to participate in the AEFIS 3.0 Partner Program will be officially notified by an AEFIS Team Member. As part of the acceptance notification process, the Partner Program participants will also receive a detailed Partner Program Quote according to information described in this section of the document.

General AEFIS Pricing Model

The AEFIS pricing model is shown in the diagram below. As part of the Partner Program, the basic "Customization" fees are included with the initial "Licensing Fees".



Partner Program Fees

The standard AEFIS 3.0 Partner Program fees are determined according to formula and details below:

Licensing Fees

AEFIS licensing is based on the number of full-time equivalent students who will be participating from a given University. Although each college/school within the University requires a separate setup fee, the license applies to the total number of student users within the University. The number of departments within each College/School is not a factor in licensing costs and can consist of any number of departments. The fees listed below already reflect **preferred pricing on "Licensing Fee," "Software Maintenance Fee" and "Hosting Services Fee"** with the assumption of AEFIS Academic Development Partner Program participation upon conclusion of the Partner Program.

For each University participating in the Partner Program:

# of Full-Time Equivalent Students	Annual License Fees ^{1,3}	Annual Partner Program License Fees ^{1,3}	Annual Software Maintenance Fees ^{2,3} (20% of Licensing Fees)	Total Cost Per Year ³
0-4000	Please Contact Us for Pricing Information partner@goaefis.com			
4K-8K				
8K-12K				
12K-20K				
20K+				

¹The Partner Program License is effective for a period of one year from the date signed.

²Maintenance Fees will be invoiced in addition to annual license fees. Partner Program participants will qualify for preferred pricing upon expiration of the Partner Program License, at the discretion of Untra Academic Management Solutions, LLC.

³Pricing is documented for USA based institutions; pricing is subject to change without notice.

The Annual Software Maintenance covers eligibility to receive software updates. Annual Software Maintenance is required to maintain active AEFIS licensing. Other customization fees may apply.

Please note that if more than one Academic Unit will be participating in the Partner Program—OR—if an institution wide implementation is intended, additional discounts may apply.

Hosting Services Option and Setup Fees

The AEFIS 3.0 Partner Program setup, hosting, and implementation fees are determined according to table below:

Hosting Options	One-Time Setup Fee	Annual Fee
Software as a Service ¹ (SaaS) Hosting Provided by UntraAMS	Please Contact Us for Pricing Information partner@goaefis.com	
On-Site Servers ² Local Server(s) Provided by Institution		
On-Site Servers ³ AEFIS Appliance Provided by UntraAMS		
Implementation Fees	One-Time Cost	Annual Fee
Implementation Fee (90 Days) For institution or 2 or more academic units	Please Contact Us for Pricing Information partner@goaefis.com	
Implementation Fee Per academic unit		

1. Includes dedicated self-redundant server with 1TB of storage.
2. Software & Hardware Requirements: Third party products required for certain options above; Specific hardware requirements are determined based on size of institution during initial discovery. Please refer to "AEFIS IT Requirements Specification" document for additional details.
3. Expenses such as travel or accommodation are not covered in the fees/costs listed above.

The annual hosting service fees cover remote server uptime/performance monitoring as well as server hardware failure troubleshooting and support. Also included with these fees are access to AEFIS Technical Support Team (Levels 1-3) for AEFIS technical support and AEFIS Software Engineering Team (Levels 1-3) for Advanced Software Technical Support, available to designated local technical point of contact.

Optional Professional and Other Service Fees

The following **optional** services will be available to the participating institutions and are not included in the other Partner Program:

Type of Service	Cost ³
Remote Training Services¹ Class style Group training	Please Contact Us for Pricing Information partner@goaefis.com
On-Site Training Services¹ Class style Group training	
Software Development Services¹ for Custom AEFIS Development	
On-Site Technical Services¹ for Deployment, Consulting and Support	
Additional Data Connector License² For integration with systems Other than SunGard Banner	

¹Expenses such as travel costs, travel time (half-rate), accommodation, etc. are not covered in the fees/costs listed above.

²SunGard Banner AMS Connector is covered in the AEFIS Partner Program fees/costs. Other Academic Management Systems may require additional costs to develop data connectors and may cause minor delays in the initial AEFIS partner program implementation.

³Pricing is documented for USA based institutions; pricing is subject to change without notice.

Other Expenses

The following expenses will be the responsibility of the participating institutions and are not covered by the Partner Program fees:

- ▶ Travel and accommodation expenses of Untra personnel for on-site training, deployment, consulting and support services
- ▶ Travel and accommodation for the Local Partner Program Team member(s) from participating institutions to attend AEFIS Partner Program Conference

About UntraAMS



Untra Academic Management Solutions, LLC (UntraAMS) provides solutions, strategic consulting, and technology management services. Bringing together people, processes, and technology, we help academic and educational institutions increase performance through better educational experiences, improved constituent services, and increased accountability through assessment. UntraAMS is a company of Untra Corporation.

For more information about the AEFIS Solution, please visit: <http://www.goaefis.com>

For more information about Untra AMS, please visit: <http://www.untraAMS.com>

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AEFIS 3.0 Partner Program: Letter of Support Template v1.0.090603

<Please Print on Institution Format Letter Head>

<DATE>

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RE: Endorsement of the participation in the AEFIS 3.0 Partner Program (2010-2011) and commitment by <INSTITUTION> to foster support towards the development of assessment best practices and automation using AEFIS

Dear **AEFIS Partner Program Selection Committee:**

In my capacity as the <POSITION/TITLE> at <INSTITUTION>, I am pleased to write this letter supporting the participation in the AEFIS 3.0 Partner Program.

On behalf of our university, we are committed to enhancing our academic assessment and accreditation management efforts using technology and academic collaboration and intend to utilize the AEFIS 3.0 Partner Program to help further enhance our activities. The AEFIS 3.0 Partner Program will provide <INSTITUTION> unique opportunities to document assessment successes and possibilities to work with institutions worldwide to collaboratively develop the best assessment practices.

<INSTITUTION>, therefore, is very pleased to work with the AEFIS Team and other institutions participating in the AEFIS 3.0 Partner Program to help create this important multi-institutional collaboration platform. I strongly support the vision of the improving our academic assessment efforts and commit the support of our faculty and administration to help maximize successful results from our participation in the AEFIS 3.0 Partner Program.

Sincerely yours,

<SIGNATURE>
<NAME><TITLE>
<ADDRESS>
<CONTACT INFO>

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