



AEFIS 3.0 Partner Program Guide

APPLICATION PROCESS

- Step 1: Review the Partner Program Guide and contact the AEFIS team with questions.
Step 2: Complete and submit the online application form at http://goaefis.com/partner.
Step 3: An AEFIS Team Member will contact you with your application status.

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## AEFIS Solution Overview

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

### AEFIS Functionalities

AEFIS is a comprehensive knowledge management platform that:

- ▶ **Streamlines** the **accreditation** process
- ▶ **Facilitates** direct and indirect **assessment**
- ▶ **Manages** student learning outcomes
- ▶ **Organizes** program design and alignment
- ▶ Provides **centralized** syllabus management
- ▶ **Creates** surveys and manages data collection
- ▶ **Eliminates challenges** for switching to a culture of assessment
- ▶ **Fosters** personalized learning
- ▶ Makes "**Closing the Loop**" between student, faculty, administration alumni and industry practical and manageable by involving all stake holders

The primary goal of the AEFIS Solution is to help institutions collect and harness the large quantities of information at their disposal. By harnessing this information, AEFIS empowers administration, faculty and staff to better fulfill the mission of the academic organization, achieve more with less stress, and use available resources more effectively. The AEFIS platform produces results that are:

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

### AEFIS History

AEFIS is continuously being developed in collaboration with academic partners at Drexel University. AEFIS is also partly funded by a grant from National Science Foundation (NSF).

- ▶ 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]
- ▶ AEFIS 3.0 launched in March 2010
- ▶ 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 that the solution will meet their precise academic assessment objectives.

### 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 the effectiveness of the AEFIS Solution Platform. These benefits include:

- ▶ Preferred pricing packages
- ▶ Research opportunities
- ▶ Partnerships with institutions worldwide
- ▶ Jump start for accreditation processes
- ▶ Refine assessment practices
- ▶ Consulting with experienced academics

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

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

### 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 opportunities with the AEFIS Team and other Partner Program participants.

## Requirements and Eligibility

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

### Core Requirements

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- ▶ **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

### Application/Administrative Requirements

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- ▶ **Complete on-line application form**
  - To complete on-line application form, please visit: <http://www.goAEFIS.com/partner>

### University Partner Program Team Requirements

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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

### University Partner Program Team Activities

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**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 to 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 the AEFIS Partner Program. 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 learning characteristics, such as learning style, intelligence type, personality type, etc...
- **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.
- **Evaluation Results Notes and Recommendation (ERNR)** – provides a summary of student and faculty course evaluations 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 Syllabi Management

- The Syllabus is the central entity which is at the heart of AEFIS Solution that connects everything together. The syllabus forms meaningful connections between key system data. Ultimately, the syllabus allows for an "aggregate view of variety of assessment, evaluation and course data in a single location.



### ▶ Course Evaluation and 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.



### ▶ 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 by organizing, mapping courses, outcomes and performance criteria in varying levels from University Level, Unit/College Level and Program Levels.



▶ **Direct & Embedded Assessment Measures Management**

- Create and manage outcomes based direct assessment measures and embed them into the curriculum. Implement and track student performance of those embedded assessment measures.



▶ **Meeting Minutes and Accreditation Document Management**

- Create and manage meeting minutes and maintain a context based document repository for assessment and accreditation information, with abilities to associate assessment related documents with various elements throughout the system.

### 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 considered outside the coverage of the partner program. However, these services may be available to participating institutions at little or no cost based on certain requirements. This will be determined on a per client basis and if necessary a quote will be provided detailing development costs involved upon request.

## Partner Program Pricing

AEFIS's pricing model consists of two sections: licensing & hosting fees and customization & implementation fees. Considering the unique nature of each university, exact prices are not listed in this document. For more information on pricing please contact AEFIS at [partner@goaefis.com](mailto:partner@goaefis.com).

As part of the AEFIS Partner Program benefits, participating institutions will receive **preferred pricing** on "Licensing Fees" and "Software Maintenance Fees." Upon review and acceptance of your application for the AEFIS 3.0 Partner Program you will receive a personalized quote detailing the pricing for the duration of your participation in the Partner Program.

### Licensing Fees

AEFIS licensing is a tiered model based on the number of full-time equivalent (FTE) students who will be participating from a given University. Although each college/school within the University requires a separate implementation 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. However, customization fees may apply if departments require specific setup.

The Partner Program License is effective for a period of one year from the effective date of the contract. Software Maintenance Fees will be invoiced in subsequent years. Partner Program participants will qualify for preferred pricing upon expiration of the Partner Program License, at the discretion of Untra Academic Management Solutions, LLC. This fee covers eligibility to receive software updates and is required to maintain active AEFIS licensing. The Annual Software Maintenance fee will begin at 20% of the license fee. 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 implementation fees are determined by the number of participating academic units. Hosting, setup and service fees vary according to the options described below:

- ▶ Software as a Service<sup>1</sup> - (SaaS) Hosting Provided by UntraAMS
- ▶ On-Site Servers<sup>2</sup> - Local Server(s) Provided by Institution
- ▶ On-Site Servers<sup>2</sup> - AEFIS Appliance Provided by UntraAMS
  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.

The annual hosting service fees cover remote server uptime/performance monitoring as well as server hardware failure troubleshooting and support. Additional fees include 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.

## Professional and Other Service Fees

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

### Optional Professional Services

- ▶ Remote Training Services (class style group training)
- ▶ On-site Training Services (class style group training)
- ▶ Software Development Services (custom AEFIS development)
- ▶ On-site Technical Services (deployment, consulting and support)
- ▶ Additional Data Connector License (integration with systems other than SunGard Banner)<sup>1</sup>
  1. SunGard 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.

### 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

## A Message from the AEFIS Team

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Dear AEFIS Partner,

Thank you for taking the time to learn more about the AEFIS 3.0 Partner Program. We strive to create customizable solutions for your university that reflect the best assessment practices in the shift to the new culture of assessment. We welcome your feedback and support; please visit us at [www.goAEFIS.com](http://www.goAEFIS.com).

If you would like to learn more about our assessment solutions or would like to contact us directly with any further questions, please call 1-877-868-7211 to speak with an AEFIS Team Member.

Thank you for your support and interest in assessment!

Sincerely,

The AEFIS Team