

**Postsecondary eTranscript Advisory Council Meeting  
January 28, 2011  
Kathy Rupp conference room**

**Members present:**

Bill Wynne  
Nancy Unruh  
Karlene Tyler  
Pamela Erickson  
Mark Britton  
Sue Maes  
MargE Shelley  
Debbie Greve-video/phone  
Heidi Hoskinson-video  
Carol Solko-Oliff-video  
Kathy Gosa  
Cynthia Farrier

**Members Absent:**

Dawn Ressel  
Clinton Everhart  
Brenda Carmichael

**Guests Present (Portion of the Meeting):**

Heather House-phone  
Callers from Beta Site schools or Advisory  
Council member schools-phone and video

Bill Wynne called the meeting to order. Minutes from Dec. 3, 2010 meeting approved.

Changes to the school agreement were reviewed. These changes include:

1. Schedule 1A shows a change to the fee structure indicating a decrease from 10% to 7.5%
2. The last paragraph on Addendum A was added allowing institutions to further negotiate the service fee directly with Docufide

The flat service fee is not currently in the Midwestern Higher Education compact (MHEC) pricing structure so that approach is not an option at this time. Docufide was willing to discuss a decrease in fees to 5% IF institutions do not charge for in-network (MHEC) transactions. This is not feasible for all schools. The advisory council expressed appreciation for Cindy's efforts in negotiating on behalf of postsecondary institutions.

Beta Sites-

Cowley College has accepted and is planning on implementing the full suite of services.

Pittsburg State University has accepted. PSU is waiting on input from Docufide regarding their request to use Docufide for electronic transcripts only; paper transcript requests would be handled through the PSU in-house option. Heather House has indicated that Docufide can turn paper requests "off" for secondary schools but this option is not in the baseline product for postsecondary institutions.

Bethel College-accepted

Flint Hills Technical College-Decision pending review by technical staff

Mid America Nazarene University-has had a conference call with the vendor. Registrar is reviewing with a decision pending.

Johnson County Community College-would like to implement single sign-on; has also had a conference call with the vendor and has contacted another Banner school who has implemented Docufide for further information. However, there are currently no Banner schools using Docufide's single sign-on option. JCCC is working on fitting this into their established project timeline as an early adopter.

University of Kansas-declined. Currently, using AVOW. Note: Kansas State has also signed a 5-year contract with AVOW.

Updates on timeline:

The state has identified new mandates regarding Web accessibility of software. This must be reviewed before there is Kansas oversight approval. This mandate was not in effect when Docufide signed the contract so they will need additional time to review as well.

Since this meeting, Cindy was able to get approval to go ahead with the signing of institutional agreements. Implementation needs to wait for the detailed plan approval but the actual signing of school agreements has been shifted to the planning phase.

It was determined that a minimum of 6 months was necessary for an implementation timeline. We also need to remember that May and August are often so busy that it is difficult to move forward on projects during that time.

The grant for this project ends mid-December 2013.

The Open Forum has been changed to the June 3<sup>rd</sup> meeting and the Advisory Council will review the need at the April meeting. This will be time for others such as IT staff to join the discussion.

Co-curricular transcripts were discussed. Docufide can handle these as well but few schools are currently working on these.

Kathy Gosa reported that in the past two weeks there has been an increase in the number of school districts in the state working with Docufide. Initially, most high school transcripts will be in a PDF format that may or may not be in the standard format. There has been some difficulty with SIS vendors using the standard format; however PowerSchools is nearly finished incorporating the new format. PowerSchools is the largest secondary school SIS vendor in the State.

An updated list of high schools using eTranscripts can be found on the KSDE website, [www.ksde.org](http://www.ksde.org).

Next Steps:

KCCIT (Kansas Community College IT) will be meeting on March 3 from 10-3 at Cowley's Westside campus. At that time, the eTranscript initiative will be presented to that group. KBOR is considering a session on the eTranscript initiative at their data conference in June.

All schools are encouraged to discuss and make plans for eTranscripts. Heather House of Docufide is available for questions. Please cc Cindy Farrier with questions sent to Docufide.

Questions answered by Heather House during an open-question period:

1. Is Docufide working on the ability to hold transcripts for graduation?  
Yes, this feature will be included in a future release and Docufide will send a timeline for delivery.
2. Why is Docufide retaining the transcript after delivery?  
Docufide holds the transcript data for 90 days in the event that there are any problems with delivery of the transcript. The transcript may then be "resent". After 90 days the transcript data is deleted.
3. Must postsecondary institutions register again in order to receive college transcripts?  
If an institution is registered to receive then it can receive transcripts from any school, K-12 or post-secondary. Schools can request to receive transcripts one way from secondary schools and a different way from postsecondary institutions, if they wish. E-mail Heather for set up.
4. How will timely information be given to post-secondary institutions throughout the state?  
Once the statewide project officially launches there will be a weekly webinar facilitated by Docufide for schools to ask questions and obtain information. Information can also be pushed out through the listserv. Preliminary information is available on the Web site.

Next meeting: Friday, April 1-- 1:15 pm at KBOR office