

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of June 11, 2013**

**ITEM TITLE:** CCC Electronic Transcript Mini Grants - Peralta Community College District

**SPECIFIC BOARD ACTION REQUESTED:** Acceptance of CCC Mini-Grants

**ITEM SUMMARY:**

CA Assembly Bill 1056, requires CA Community Colleges to convert from a paper-based transcript process to electronic transcripts. The legislature provided one time funding of \$500,000 to effect this transition. The California Community Colleges Chancellors office has created this new mini grant program to disburse these funds to the colleges. Acceptance and approval of the CCC Electronic Transcript Mini Grants from the California Community Colleges Chancellors office is requested. Each college within a district may have up to 3 grants (\$5000.00 for each option).

**BACKGROUND/ANALYSIS:**

Utilizing this grant, the District will implement eTranscripts. eTranscripts will provide the District with the capability to extract transcript data from its student information system and create an electronic version of the transcript in XML, EDI, or PDF format. This capability enables the District to begin sending electronic transcripts.

The funding terms and conditions of the grant are as follows:

*Option 1 – Implement the ability to send and receive*

This option best suits colleges that are not currently trading electronic transcripts. Completion of the requirements will fulfill the basic requirement outlined in AB1056.

**Requirement**

By June 30, 2013, the colleges will be able to send and receive electronic transcripts based on the California Electronic Transcript Standard. The Admissions & Records Director or similar administrator will send notification via the eTranscript California listserv to other institutions in California that they are ready to receive and use transcripts sent to them and send electronic transcripts to other institutions. The eTranscript California Steering Committee will then monitor the colleges' activity for one month and then determine a recommendation for payment of the mini grant based on satisfactory performance.

*Option 2 – Integration with Campus Systems*

This option best suits colleges that are currently receiving electronic transcripts and printing them for use. These colleges typically would have a desire to import the transcripts into an education planner, degree audit system, or student information system.

**Requirement**

By June 30th 2013, the colleges will demonstrate the ability to import the California Electronic Transcript Standard electronic transcripts into a campus system such as an electronic education planner, degree audit, or student information system. The Admissions & Records Director or similar administrator will send notification via the eTranscript California listserv to other institutions in California that they are ready to receive and use transcripts sent to them and import these transcripts into their campus system for the benefit of their students.

*Option 3 – Responding to Electronic Requests*

This option best suits colleges that are currently sending electronic transcripts and wish to implement an automated process whereby electronic requests for transcripts can be requested by another institution. Typically these transactions must be able to handle exceptions such as holds and communicate to the requestor as to the status of the transaction.

**Requirement**

By June 30, 2013, the college will demonstrate the ability to respond to electronic requests and send the California Electronic Transcript Standard transcript.

**DELIVERABLES AND SCOPE OF WORK:**

SEE ABOVE

**ANTICIPATED COMPLETION DATE:**

Colleges must complete their grant requirements by June 30, 2013

**ALTERNATIVES/OPTIONS:**

CA Assembly Bill 1056 requires CA Community Colleges to convert from a paper-based transcript process to electronic transcripts in fall 2014. The alternative is to not accept the grant and pay for the implementation at a later date.

**EVALUATION AND RECOMMENDED ACTION:**

Accept the presented mini grants

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES     X                          NO                     

**Funding Source:** California Community Colleges Chancellor’s office Grant.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?** Interim Vice Chancellor Orkin

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: *Adela Esquivel-Swinson*

\_\_\_\_\_  
Adela Esquivel-Swinson, Associate Vice Chancellor of Educational Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Ron Gerhard*

Ron Gerhard, Vice Chancellor for Finance and Administration

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: *Ron Gerhard*

Ron Gerhard, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required for bond funds       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: \_\_\_\_\_

Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: *José M. Ortiz*

Dr. José M. Ortiz, Chancellor