Adopt World Academic Administration Best Practices Cost Effectively

A1 Academia

Higher Education
Open Source Enterprise Academic Management Solution

Executive Overview

In today's education environment, institutions must focus on attracting, nurturing, and retaining the best students, faculty, alumni, and staff. Because of increased scrutiny, accountability, performance, and cost controls to guide operations, technology investments must be strategic and provide demonstrable return on investment to the institution.
In response Alliance Technologies is leading and innovating—creating products, features, and functions that set the foundation for supporting the unique academic mission of its higher education customers.

A1 Academia is an intuitive and effective management solution of all your academic institution constituents, including applicants, students, faculty, alumni, staff, collaborators, donors etc. The solution automates business processes, reduces operational costs, and increase efficiencies by continually defining and leveraging industry best practices and thus improves return on investments.

Higher Education in the 21st Century

Changes in higher education culture, driven by the widespread adoption of the Internet, has raised expectations of services provided by technology to all stakeholders – students, staff, administration & Government. At the same time, university leaders have found the need to be more accountable for the business aspects of campus life.
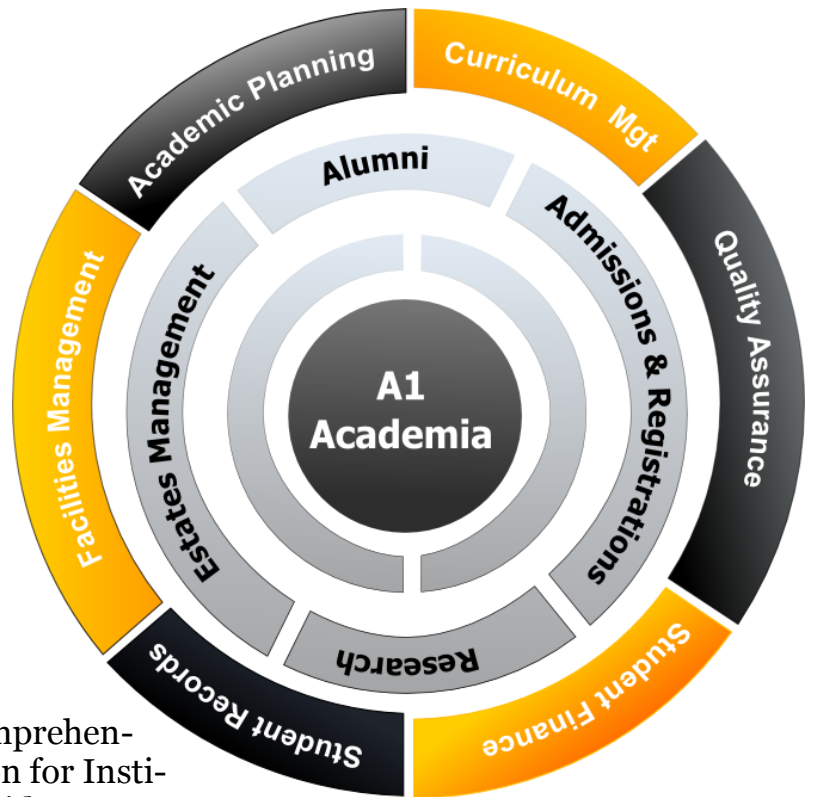
As a result, academic information system has become an important management tool in the initiative to become more effective and more competitive . In some cases, this initiative is driven by governments to increase the education level of their citizens and modernizing universities.

Universities in the 21st century are facing a new environment in which they must adapt. This environment is described by:

Limited Resources –Universities face an environment where they need to do more with less. This is in light of the steady decline in funding and other resources and an increase in student population. They need to invest in solutions that offer low TCOs and generate a return in greater efficiency and measurable increase in productivity.

Globalization - the globalization of higher education has brought new challenges to institutions. Institutions find themselves in an expanded environment where the competition of students is rife and the factor of being more responsive and adaptive can spell all the difference.

Government – In some countries, higher education institutions are increasingly subject to Government regulations & requirements. Evidence based management is becoming a requirement for institutions that receive funding from public coffers. Institutions need a comprehensive solution that will help them respond to the changing needs quickly and cost effectively.

High Expectations from Stakeholders - In the internet age, student and staff have come to expect high and reliable performance from their institutions. Traditionally only administrators had the experience from their back-office enterprise applications. For institutions to have a higher retention of students, staff they need to invest in technology that will facilitate responsiveness as well as accuracy of information to all stakeholders.

Accountability – Stakeholders both internal and external to the institutions are demanding more and more accountability from their managers in all aspects of the institutions welfare i.e academics, finances, staffing etc.

Outdated systems - Replacing and consolidating inefficient heterogeneous systems will measurably reduce your IT costs. Operating in silos where each department owns its data is inefficient, prone to duplication and inconsistent data and is maintenance nightmare.

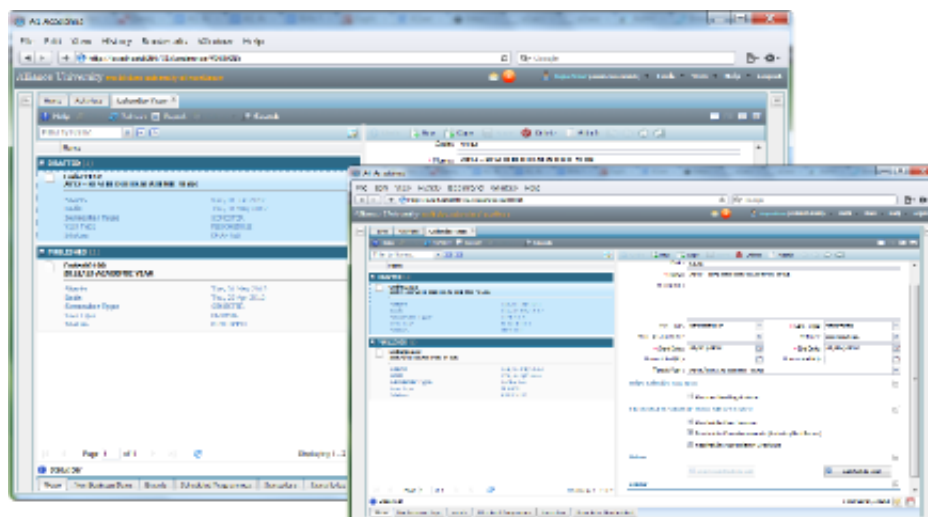# Introducing
A1 Academia...

Comprehensive
Multi-Campus
Easy to Use
Open Source

A1 Academia is an open source comprehensive academic management solution for Institutions of higher education worldwide.

From first contact with a prospective student through graduation and alumni relations, A1 Academia is modeled around the best practices in regards to higher education processes.
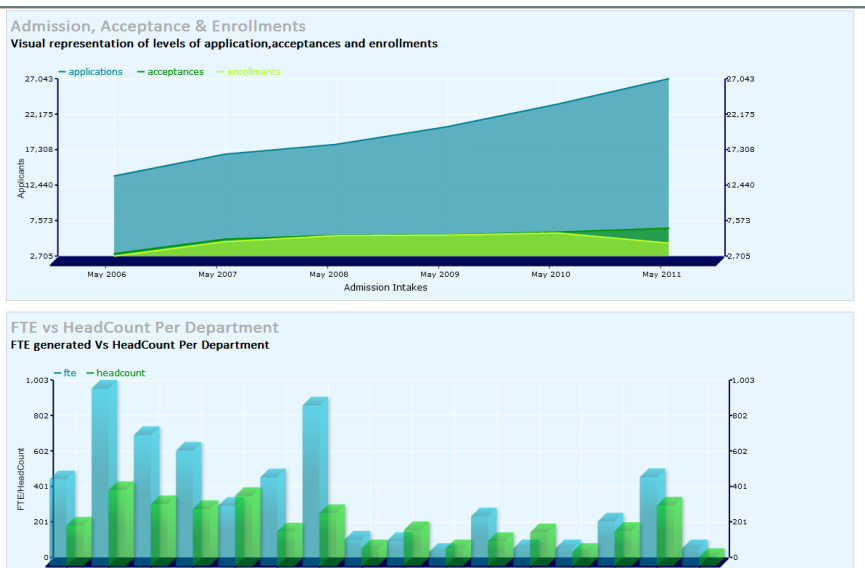
Admissions Management

The quality of students admitted to an institution has a direct correlation to the prestige accorded to the institution. Every institution wants to match students to programmes based on qualities more than just academic qualifications which enhances retention.

With the admissions module, the application evaluation to matriculation becomes effortless.

- You can design targeted review templates and assign them to programs.
- Internet applications are routed to the responsible admission officers.
- Applications to different programs get reviewed differently rather than having a blanket reviews.
- Customized workflows enable direct admissions, admissions with reservations to be escalated for further review.
- Managing matriculation is simplified through an elaborate waitlist management.
- Processes such as rule checking or creation of student master records and account data from applications, can be triggered in the background for automated processing.
- Finally, the software lets you send e-mail or letters to prospects, informing them of the final status of their applications.

Admission, Acceptance & Enrollments
Visual representation of levels of application, acceptances and enrollments

FTE vs HeadCount Per Department
FTE generated Vs HeadCount Per Department

Registrations

At the beginning of every semester/term, Institutions embark on a student registrations process. Registrations allows you to automate the student registration process. Above the automation it ensures accurate student billing, monitors important dates e.g class registration deadline, fee payment deadline, census date .

The census feature performs comprehensive statistical computation on enrollment which will give you the total FTE enrolled for the semester broken down accordingly. E.g. by programme, by department, by

With the registration module:

- You will have better revenue recognition and better nominal registration control.
- Combined student records and student finance, the registration's billing configuration can be setup to take to account parameters such as residency, payment plans, tuition waivers assigned to student accounts to determine the right amounts to invoice students.
- You can set the class registration, fee payment, census dates and let the system monitor the process and compute census statistics after the registration period is over.

Instructors can:

- Be configured as advisors targeted to a specific cohort.
- Approve/reject class enrollments by students.
- Schedule advising sessions for students.
- Override enrollment restrictions put in the system if need exists.

The students can :

- Enroll/drop classes with the necessary checks in place e.g checking for repeats, requisite checks, course load limits etc.
- Liaise with academic advisors on their selections.
- View alternatives on courses if maximum enrollment is reached for courses they intend to
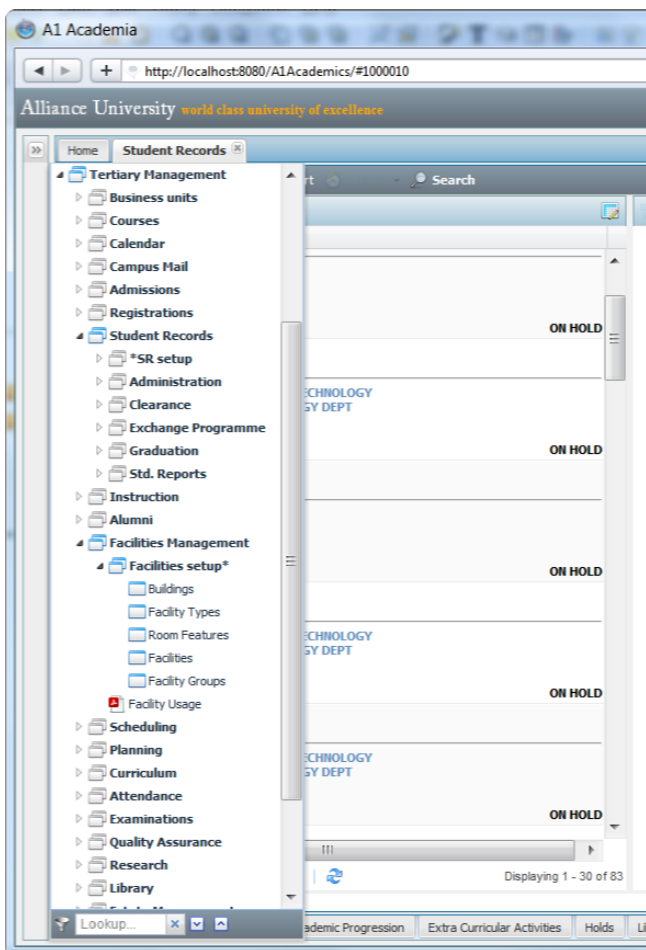
Student Records

In order to provide better services to students it is important to an institution to have as much information about a student as possible. Evidence has shown that student dissatisfaction of services rendered by an institution is due to lack of information on the part of the institution about their students.

With student records you get a comprehensive student data structure that will capture data about a student above academics and financials, on areas like disability, residency, extracurricular activities and disciplinary cases, holds, . Student records provides access to the academic history of the student, to current course registration, and progression results.

Access to student data is role based, which means only authorized users see information they have been configured to see.

Student Affairs

The student affairs module enables you to capture student matters that touch on discipline, personal issues etc.

With student Affairs:

- You can define unlimited number of offences and offence codes that you can use to log student offences.
- Define unlimited number of student matters for adequate description of a student matter.
- Define service quality parameters for each student matter, offences e.g the number of days required to see a case to completion, and let the system monitor timelines.
- Its integrated with workload management which monitors workload assigned to staff regarding student matters.
- You can configure workflows that will see the student matter records routed to appropriate entities.
- Reports that will enable you to understand better issues affecting students.

Student Records

Clearance Management

Clearance has been an activity that has been left to the final days of a student's academic career in an institution. The objective being to ensure that all contractual obligations between the student and the institution are met.

With Academia

- Clearance becomes transactional. This means that the clearance process is an ongoing process from admission to graduation.
- Unlimited number of holds, rules on how and when it affects the student records and whether they attract penalties can be defined.
- Automation of the application and removal of some of the holds for students can be achieved.
- You can apply a hold to a single student or to a group of students.
- The system can compute fine amounts due from holds that attract penalties and charge students.
- The current clearance status of a student can be viewed.

Evidence
Based
Reviews

Improve the
Quality of
Instruction

Curriculum Management

Every institution aspires to ensure that all her students have gotten the most out of their education. This requires an institution to establish a clear, valid, and measurable set standards for learning. Standards are then used to formulate measurable objectives that are set into a workable framework for instructors.

With curriculum management, courses of study are aligned. Alignment refers to the coordination of the curriculum design, teaching , and testing of curriculum across grade levels and areas of study. Curriculum design, which is part of alignment, refers to stating student learning goals/outcomes, as well as methods and resources that educators are to employ to reach those goals. The curriculum design typically includes a statement of assessment tools that might be used to evaluate students' learning, and thus, the value of the curriculum.

Course Setup

The course setup module precedes the rest of the modules within curriculum management. The comprehensive list of setup windows allow you to define to a great level of detail: course catalog, programs, grading schemes, repeat schemes, assessment plans

Class Scheduling

With class scheduling, you have the opportunity to harmonize and simplify the class scheduling process. Having a well articulated schedule of classes i.e where all components of a class eg. Lecture, Lab are identified and workload metrics for the components are defined, forms a solid basis for an accurate monitoring of class attendance, workload appropriations, FTE generation etc

With the class scheduling:

> You can create course offerings list by a single click.

> You can combine class components which will be scheduled at the same room same time.

> Departments manage their own scheduling requirements for classes that will be scheduled to rooms they manage, as well as the campus for classes that use campus rooms.

> You can add multiple instructors to a class component and control their workload allocations.

> You can rollover an entire class schedule configuration from a previous like term and save on the scheduling process.
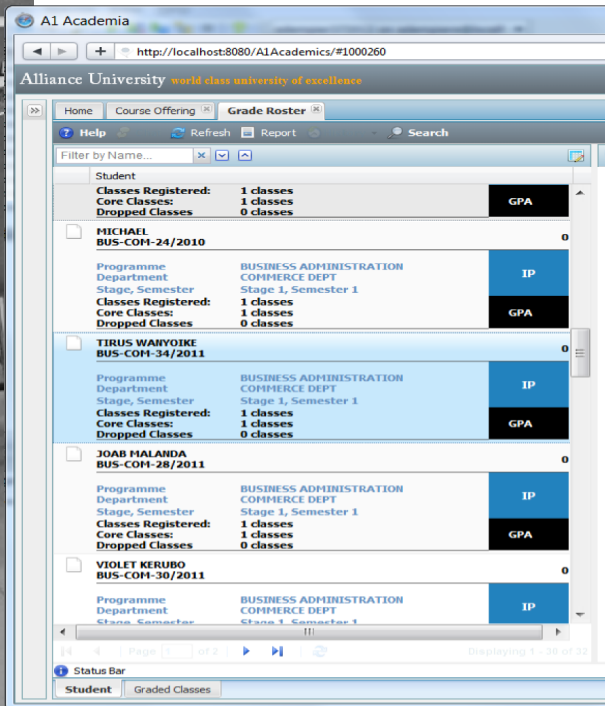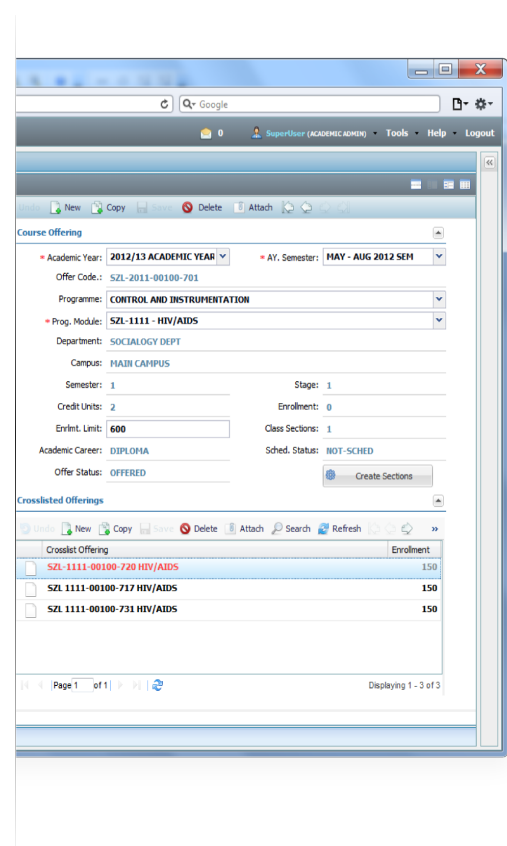
Curriculum Management

Curriculum planning

Curriculum planning module enables an instructor to develop an assessment plan and a syllabi instruction program that aligns with the student learning objectives expected at the end of the instruction period.

With a proper design, all assessments issued need to identify with a set of learning objectives for the course. And this serves as the ba-

Attendance Tracking

Attendance tracking is an important element in the curriculum management. The attendance tracking module allows a department to control the total number of hours that need to be tracked. The system uses data captured in this module for various things e.g daily course FTES computations, total accumulated contact hours per student, total contact hours for the instructors etc.

Grade book

With Grade book instructors have the ability to develop an organized assessment plan for their courses that align with the student learning out comes for the course. This enables instructors create assessments and map them to the outcomes they are assessing and later record if the objectives were achieved. Grade book allows you to define multiple grading schemes and assign them to different assessments based on requirements.

The grade book provides evidence based reports that show audit trails of the activities that went on for a semester/year which provides an important insight during program/course reviews.
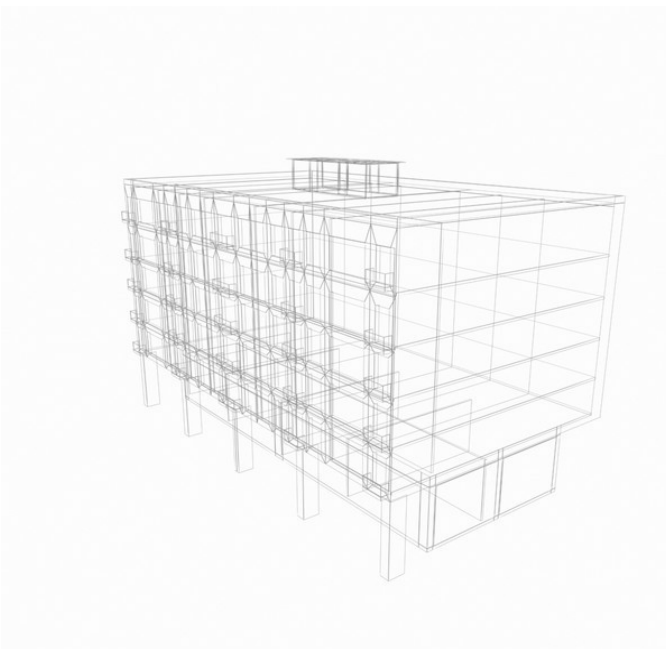
Facility Management

Space is a primary resource of an educational institution along with its human resources, financial assets, and intellectual property. Indeed, the monetary value of an institution's buildings sometimes exceeds its annual operating budget.

Without information on how much and what type of resources it has, an institution cannot assess whether sufficient resources are available to fulfill its mission. Answering some basic questions about space, including how much space is available, what kind of space it is, to whom is the space assigned, and how efficiently is the space is being used, requires gathering facilities' inventory data and developing and maintaining a facilities' inventory database.

With Facilities Management:

- You can define space category codes, space usage codes.

- You can map out assignable and non-assignable spaces for the entire institution.

- You can allocate space to departments for them to manage and use.

- You can automate scheduling of space utilization reviews.

- Calculate space utilization per student in the different space categories.

- It integrates with the program review module to

Academic Planning

Enrollment Planning

Full Time Equivalents both for students and staff are one of the key metrics used by institutions to measure a variety of things. E.g census FTES can be used as the basis of funding academic units, course FTES combined with scheduling information is used to calculate facility entitlements for an institution, faculty workload computations etc. The system makes the computations of this statistics an integral part of the business processes.

Program Review

Traditionally in program reviews, data is used to describe the degree program rather than explain what the program *does* and illustrate *how well it does* relative to its goals and standards of performance. The program review tracking feature refocuses programs toward becoming more systematic and intentional about gathering data about the *right things* –performance and effectiveness—and on *using* the resulting information to continuously improve what the degree program does.

Facility Entitlements

Space is a limited resource for any institution. As part of the Academic Planning suite, Facility Entitlements borrowing from Facilities Managements provide a handful of reports that detail capacity to enrollment ratios, facility utilization rates and accessibility indicators broken down to all academic units and programs. This will give you insight on utilization levels of space in your institution.

Action points based on reports from this module might indicate a reassignment of space among departments may alleviate space scarcity rather than building new infrastructure.

Degree Audit

Academic advisors need degree audits in order to map out the academic progression requirements for their advisees. The degree audit feature allows academic advisors and students to generate and maintain degree audits.

Adopt
Evidence
Based
Management
Practices...

Let Academia
Track the
Evidence

Workload Management

Institutions need to monitor and report on workload assignments. Workload Management provides a structure which will enable equitable, transparent and consistent allocation and management of academic staff workloads (instructional and non-instructional workloads) within Faculties and across the Institution.

- The workload management module is integrated with class scheduling and monitors workload allocation to instructors.

- You can define weighted instructional activities set that describes the engagements in terms of involvement and time and use it to measure workload.

- You can limit workload allocation for an instructor or a group of instructors.

- You can manage instructor department assignments and control the workload allocation for each.

Student Finance

The student finance module facilitates better management of student finance rather than adapting a General Ledger Application. It links the student to the institution's General Ledger. Elements such as tuition classification for the different students based on residency, late fee payments processing, payment allocation rules, hold controls, payment plan processing and prorated refund computations are factored and automated in student finance which makes it a viable link main finance & the student.

Tuition & Fees

The tuition and fees module allows you to define unlimited number of charge items (fee items) which is used to define fee structures for academic programmes and modules. The system possesses a comprehensive setup structure that can allow different programmes to have unique fee structures based on requirements.
The cost of education is expected to increase/decrease with time. The fee rates feature simplifies the process of making adjustments to the current fee

Waiver Management

With the waiver management you can :

- Define waiver programs that could be applied to students who are employees of the institution and their siblings.

- Setup rules that the system uses to calculate waivers. For example waiver programmes can be defined for tenure and non tenure employees.

- Use student records to evaluate the criteria for review for the qualification of a student to the waiver.

Refund Management

With the refund management you can create refund schedules that can be prorated an \d assign them to the various income received from students. I.e. Financial aid Packages that have rules that dictate what fee items they will be used for, student deposits, student loans etc. The system will package the refund due students withdrawals from classes, student drop outs etc.

Student Finance

Financial Aid

Financial aid programs usually come with rules that dictate the minimum qualifications required, the amount of aid to award and above all financial aid packaging rules that cover multiple programs. Academia allows you to :

- Create and manage unlimited financial aid programmes both internal and external.
- Define qualification and packaging rules
- Access information from student records that is required for Financial Aid processing
- Manage the financial aid lifecycle - application, verification, award and posting process.
- Generate detailed reports on the allocation of awards & utilization of the funds.

Payment Plans

It is becoming increasingly difficult to finance higher education in this current age. There is need for a closer collaboration between the institution and the students to allow for a more flexible tuition payment scheme. With payment plan module, an institution can create comprehensive payment plans with customized application rules that has a prorated payment installments which students can apply for and better manage the payments.
The module has integrated workflows that ensure compliance with reminder triggers and late payment penalty processes ensuring a smooth process.

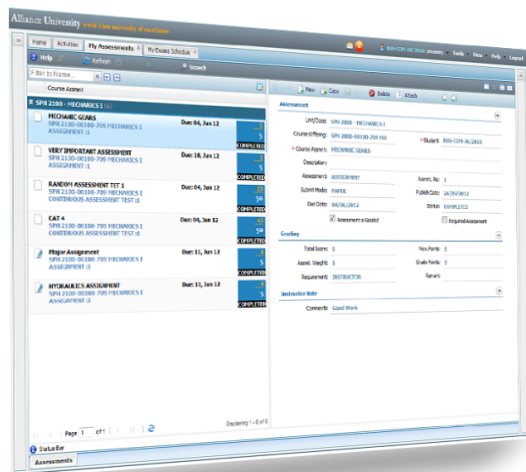# Why You Want A1 Academia To Automate Your Institution

Our Mission and Vision for A1 Academia is:

"Most Comprehensive, Easy to Implement, Easy to Use, Open Source Solution for Higher Education on the Planet"

A1 Academia is an open source project which is backed up by Alliance Technologies. It is our vision and mission to see to it that A1 Academia becomes the most comprehensive, easy to implement and easy to use open source solution for Higher Education.

We pledge long term support and maintenance to A1 Academia and to build an ecosystem with all interested stake holders in order to push the agenda for A1 Academia to new heights.

We have over a decade in experience in Enterprise implementations through out our business.

For More Information visit

http://academia.at.co.ke

Contact Us

Alliance Technologies Solution Ltd.
P.O.BOX 6126 – 00100,
Methodist Ministries Center
Nairobi. Kenya
T + (0) 20 3860986
M + 254 (0) 721239821
www.a1.io

A1.iO