

Minutes of March 19, 2004 RACAR Meeting
Attachment A – List of Attendees

Institution

Abraham Baldwin Agricultural College
Albany State University

Armstrong Atlantic State University
Atlanta Metropolitan College

Augusta State University

Bainbridge College
Board of Regents

Clayton College and State University

Coastal Georgia Community College

Dalton State College

Darton College

East Georgia College
Floyd College

Fort Valley State University

Gainesville College
Georgia College and State University

Georgia Perimeter College

Georgia Student Finance Commission

Georgia Southern University
Georgia Southwestern State University
Georgia State University

Gordon College

Kennesaw State University

Macon State College

Medical College of Georgia
North Georgia College and State University

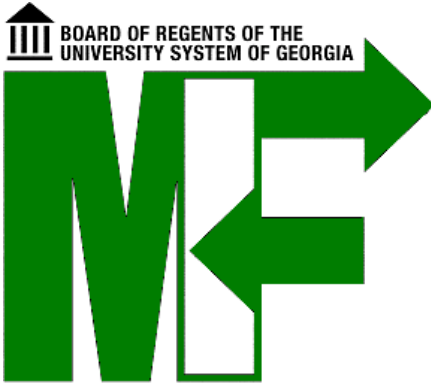
Savannah State University
South Georgia College
Southern Polytechnic State University

State University of West Georgia
University of Georgia

Valdosta State University

Attendees

Ellis, Sharon
Eugene-Ganiga, Folajimi
Leary, Lorrain
Norton, Susan
Alston-Williams, Michelle
Altemus, James
Stewart, Barbara
Veal, Julian
Owens, Kay
Lam, Tonya
Loftus, Rich
Marshall, Amanda
Miller, Donna
Stanford, Linda
Campbell, Dionne
Preston, Jeff
Aldridge, Wanda
Hyde, Becky
Brown, Stan
Rogers, Jan
Atterbery, Linda
Brown, Louann
Jones, Wayne
Miller, Melissa
Soloman, Eula
Pilgrim, Debbie
Beall, Jan
Ennis, Wanda
Huff, Clementine
McCorkle, Madara
Flook, Bill
Lahl, Bob
Powell, Debbie
Tripp, Donja
Clark, Catrice
Crozier, Susan
Beverly, Penny
Lovejoy, Jackie
Adams, Rita
Kiss, Cathleen
Ferrell, Carol
Stokes, Gayle
Welsh, Beth
Barrett, Heather
Turner, Dana
Johnson, Janice
Ross, Donna
Ballentine, David
Henry, Nicholas
Mossett, Diann
Totten, Melody
Lane, Tamara
McCleary, Lisa
Schramski, Holley
Black, Michael
Martin, Traycee



Attachment B

Multi-Institutional Functionality Project

Purpose

To achieve the objective of enhancing student learning and thereby achieving the strategic goals of increasing academic productivity, recruiting students and increasing graduation rates. The System, in August 2004, embarked on the Multi-institutional Functional Project (MIF).

Increasingly, USG students have been taking courses during a single semester at more than one institution. For many students, this has created problems in admission, registration, financial aid and transcript acquisition. Despite the best efforts of many of our institutions, this has remained a significant problem.

The MIF project will remove some of barriers to student learning by implementing a streamlined, seamless system which allows students to openly register for courses at multiple institutions through an on-line mechanism.

Project Timeline

- **August 2003**
 - Conducted 9 information sessions involving 27 institutions and 100+ individuals.
- **September 2003 – January 2004**
 - Developed Functional Specifications addressing issues discovered during the information sessions.
- **January – August 2004**
 - Development
 - Test the prototype

- Test performance loads
 - Develop System modifications required by USG
 - Solicit Beta Institutions
- Review BOR Policies
 - Fiscal
 - Academic
 - Reporting
 - Academic Calendar
 - Third-Party Agreements
- Review Business Practices
 - System Requirements
 - Institutional Requirements
- **August – December 2004**
 - Beta Test MIF
 - Develop documentation and training materials
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- **January – March 2005**
 - Finalize documentation MIF for release
- **March 2005**
 - Release MIF for production

What needs to be accomplished at your institution by March 2005.

- Identify a MIF Coordinator
- Confirm your institution is using Transfer Articulation according to System requirements.
- Have CAPP (Curriculum Advising Planning Program) in full production for all programs.
- Develop institutional policies and business practices to enable students from other USG institutions to enroll in courses offered by your institution.
- Develop institutional policies and business practices to enable your students to enroll in courses offered at other institutions.