

2020-2021 Transfer Pathways DataPilot Participant Agreement

Project #: D2132

Institution: Fleming College

This Agreement is between the Ontario Council on Articulation and Transfer (referred to as 'ONCAT') and Fleming College (referred to as 'Institution').

Foreword

ONCAT is committed to working with Colleges, Indigenous Institutes and Universities in Ontario to improve the capacity for pathway monitoring. As a first step towards this broader goal, ONCAT is implementing a Data Pilot project to assess uptake of transfer students (c-u, u-u, u-c, c-c) and transfer credits (with or without CT Flag) along with the characteristics and outcomes. This funding program is intended to support institutional capacity-building, with the intent of improving reporting and tracking of transfer students in the sector while providing ONCAT with insights into current transfer and transfer credit student mobility in Ontario.

ONCAT will provide funding to participating Institutions in exchange for these deliverables outlined in Schedule A of this Agreement.

1.0 Term

1.1 This Agreement will be in effect from March 25, 2021 to July 29, 2022 unless extended in accordance with Section 1.2 or earlier terminated in accordance with Section 1.3.

1.2 The Term may be extended upon mutual agreement of the Parties in writing prior to the Deadline Date.

1.3 The Agreement may be terminated without cause by ONCAT or by either party if the Institution is unable to meet the commitments outlined in Schedule A.

2.0. Funds and Carrying out the Project

2.1 In consideration of the services provided under this Agreement, ONCAT will pay the Institution an amount that will not exceed \$58,400.

2.2 The Institution shall meet the performance commitments described in Schedule A.

2.3 If the Institution is unable to meet the commitments described in Schedule A, funds provided by ONCAT must be returned to ONCAT within thirty (30) business days of termination of the Agreement.

2.4 The Institution certifies that the allocation of resources (i.e. personnel and activity costs) towards this DataPilot is not duplicating funding provided through the Credit Transfer Institutional Grant (CTIG) or another funding source.

3.0 Intellectual Property, Data Collection and Confidentiality

3.1 This project will lead to the development of institution-specific data reports. These reports, while shared with ONCAT, will remain the intellectual property of the Institution.

3.2 The Institution agrees that all data to be provided to ONCAT pursuant to this Agreement, shall be in a form that does not disclose the identity or name of any students.

3.3 ONCAT acknowledges that the data supplied by the Institution should only be used to support assessment of student uptake of all transfer (i.e. u-c, c-c, c-u, u-u) and transfer credit (with or without CTflag) students, along with the characteristics and outcomes.

3.4 ONCAT will publish the list of participating Institutions in the DataPilot project. As such, participation is not confidential. ONCAT may share knowledge gained through this project with participating Institutions in a way that renders other institutions unidentifiable.

4.0 Signing Authority

4.1 The Institution and ONCAT warrant that they have read this Agreement, including the attached *Schedules A & B*, and understand and agree to be bound by it. The persons signing this Agreement on behalf of the Institution and ONCAT further warrant having full power and authority to enter and to have this Agreement performed by the Institution.

In witness whereof ONCAT and the Institution have executed and delivered this Agreement on the dates set out below.

Ontario Council on Articulation and Transfer



_____ Per: Yvette Munro, Executive Director

Date: ___ March 31, 2021 _____

Fleming College



_____ Per: Linda Poirier, Vice President Academic Experience

Date: March 30, 2021 _____

SCHEDULE A – Terms of Reference, Scope of Work and Deliverables

To the Agreement between the Ontario Council on Articulation and Transfer (ONCAT) and Fleming College (“the Institution”), dated March 25, 2021.

TERMS OF REFERENCE

As a participant in the DataPilot project, Fleming College shall provide the services under the Agreement.

Scope of Work

Participation in DataPilot project includes the following key activities:

- Participate in project launch.
- Participate in DataPilot project Summative Shared Learning session with other participating Institutions.
- Participating in ad-hoc shared learning sessions (optional, as needed).
- Conduct necessary data aggregation and analysis for a final data report that addresses the fields outlined in the Transfer Pathways DataPilot Proposal and Supplementary Information Form submitted.
- Submit reporting as outlined in deliverables.

Workplan

Activity	Anticipated Workload (i.e.# of hours)	Projected Completion Dates
Project Kick-Off	1 hour	June 2021
Creation of a tracking mechanism for the transfer pathway ID on the student application.	1 week of effort	June – July 2021
Updating the OCAS XML transcript staging records to map previous program title, previous program code, admitted grade point average for transfer pathway students.	2 weeks of effort	July – September 2021
Recording the specific courses that are used as a basis for admission, as opposed to the level (term) of admission. Removing customization for the latter and returning to baseline functionality when the applicant data is passed to the records team.	6 weeks of effort	August 2021 – December 2021
Editing our transfer credit system to capture additional information about the post-secondary institution where the student completed the credit.	3 weeks of effort	January 2022 – March 2022
Adjusting our analytical data mart to capture the new data collected.	2 weeks of effort	April 2022 – May 2022

Activity	Anticipated Workload (i.e.# of hours)	Projected Completion Dates
Creation of standard reports with the new data to the ONCAT specifications (agreement data mapping and anonymized student data mapping).	2 weeks of effort	June 2022 – July 2022

Deliverables & Timelines

Deliverables	Timelines
Final report that includes: <ol style="list-style-type: none"> 1. Summary Analysis of student uptake of all transfer (i.e. u-c, c-c, c-u, u-u) and transfer credit (with or without CTFlag) students, along with the characteristics and outcomes 2. Overview of Data and Methods: technical details/resources used in gathering and analyzing the data (eg. research methods, syntax for analysis) 3. Process Reflections: description of data reporting enhancement opportunities identified and feasibility challenges 4. Anonymized raw data on transfer and transfer credit student uptake and outcomes used to generate the report. ONCAT has developed a data reporting template that is customizable, to guide this process. 	July 29, 2022
Participate in Project Launch (virtual meeting) Interim Report Updates and check-ins Participate in DataPilot project Summative Shared Learning Session(s)	Spring 2021 November 30, 2021 As needed Winter 2022

Schedule B: Approved Expenditures & Payment Schedule

ITEM	KEY RESPONSABILITIES	Notes	ONCAT FUNDING
PERSONNEL (name/ title)			
Nancy Barrett, Admissions Officer	* tracking mechanism for transfer pathway ID (1 week) * updating the OCAS XML transcript staging records (2 weeks)	Payband G, 4 years, 35 hours per week	\$4,702
Deanna Mokendanz, Transfer Credit Coordinator	* Recording the specific courses that are used as a basis for admission (5 weeks) * Editing our transfer credit system to capture additional information about the post-secondary institution (2 weeks)	Payband F, 4 years, 35 hours per week	\$10,156
Ted Stebbins, Senior Business Analyst	* tracking mechanism for transfer pathway ID (1 week) * updating the OCAS XML transcript staging records (2 weeks) * Adjusting our analytical data mart to capture the new data collected. (2 weeks)	Payband J, 4 years, 37.5 hours per week	\$10,653
Allison Ludgate, Business Analyst	* Recording the specific courses that are used as a basis for admission (6 weeks) * Editing our transfer credit system to capture additional information about the post-secondary institution (3 weeks)	Payband I, 3 years, 37.5 hours per week	\$17,202
Gary Munroe, Enterprise System Programmer - Analyst	* Adjusting our analytical data mart to capture the new data collected (1 week)	Payband J, 4 years, 37.5 hours per week	\$2,130
Sarah Amirault, Research Analyst	* Creation of standard reports (2 weeks)	Payband I, 3 years, 37.5 hours per week	\$3,823
David Baker, Business Intelligence Analyst	*Project support and budget/financial reporting *In-kind amount (1 week)	Payband J, 4 years, 37.5 hours per week \$2,130.54	
ADMINISTRATION (20%)			\$9,734
TOTAL			\$58,400

In consideration of the deliverables outlined in this Agreement, ONCAT will pay the Institution an amount that will not exceed \$58,400. If applicable, ONCAT will reimburse the Institution for travel-related expenses to attend DataPilot project Shared Learning Session, as per ONCAT's Travel Policy.

Payment Schedule

Initial Payment	Upon Signed Agreement	March 31, 2021	\$35,040
Interim Payment	Upon review and approval of Interim Report	December 15, 2021	\$11,680
Final Payment	Upon receipt and approval of Final Deliverables	August 15, 2022	\$11,680

IMPORTANT NOTICES TO THE CONTRACTOR:

ONCAT understands that there may be unforeseen circumstances that affect the timely submission of deliverables. We, therefore, kindly request that the Institution notify ONCAT of any expected delays as soon as possible. Please be advised that if deliverables are submitted after the agreed-upon submission dates, the Contractor may forfeit part of their project funding.

If the project is not proceeding as originally planned and the outcomes of the project are at risk, the Contractor is obligated to inform ONCAT at the earliest opportunity. ONCAT reserves the right to require funds be returned in the event that project outcomes are not achievable.

Please note, ONCAT receives funding from the Ministry of Colleges and Universities (MCU) for its operations. As such, project funding is contingent upon 2021/2022 funding from MCU. ONCAT will make its best efforts to inform the Institution in the event that funding for ONCAT has not been guaranteed.