

CTAM WORK TEAM

Agenda

Tuesday, June 24, 2014 ~ 1:00-2:00 p.m.

Dial in Number: 1-800-893-8850

Participant PIN: 6384 637

Attendees: UAS – Barb, Mae, Trisha
UAF – Caty, Jolee
UAA (Recorder) – Craig, Gianna, Mel
UA Statewide – Mary, Matt

1. CTAM Task Requests

<http://vole.apps.ad.alaska.edu/display/TASKS/EAS+Task+Requests>

- a. [TR 193](#) – CTAM Extract Modification of Instructional Method (Status – “Completed” Top 15)
- b. [TR 235](#) – CTAM Extract Modification: Move Materials/Lab Fees (Status – “Completed” Top 15)
TR 193 & 235 have been completed.
- c. [TR 240](#) – CTAM – Load Grades into GoArmyEd (Status – “Approved” Top 15)
Approved by UAS and UAA. Awaiting approval from UAF.

2. When should we expect the CTAM class schedule test extract this week?

3. When should CTAM grades be uploaded? (Matt)

Will this be done for us by Statewide, or will individuals be able to run and upload the file, or both options?

- Matt suggested that each campus email EAS-On call as needed each semester to upload grades, rather than trying to schedule out over the year. Program should be simple and quick to run as needed.

4. June AI Portal changes went live last week. UAF had a login issue which was resolved by entering the points of contact/directory information. Looks like we also need to add term dates and costs.

See 5/13/14 email below for details):

- Mel working on getting UAA Bachelor of Technology added to associate to Bachelor program.
- Mel working on getting UAA into “GEM” (?) program.
- Caty has begun adding degree plan information into AI portal for UAF

AF/A1DLV
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Dear Colleagues,

As promised in my letter in December of 2013, I am pleased to pass on more information concerning the upcoming changes to the Academic Institutions (AI) Portal. The AI Portal is undergoing extensive upgrades based in good measure on your suggestions. There will be two launches throughout the summer with the last one occurring in Sept 2014. The first roll out of changes will occur in mid-June. Prior to the first release, we would like to take this opportunity to highlight the new features and notify you of some required actions.

First, we are adding a new step in our process for validating the changes before launch. Our partners at BAM Technologies will be reaching out to some of you this summer to ask you to participate in the User Testing phases. We know how important it is for all the stakeholders to be able to influence changes where possible. Consequently, we would like your input on how well the changes work and what can make them better.

Secondly, the new features in the AI Portal will include:

15 Jun 2014 Release:

1. New design of the AI Portal
2. Update/enter term dates and costs. Students will be required to select from pre-populated term dates and costs when applying for tuition assistance (TA) (Exemption: If your school has an open enrollment system in which students may start classes on any day, you are exempt from this requirement.)
3. Update/enter directory information
4. Notification when a student has posted a school rating
5. Upload source documents when submitting a degree completion
6. Display of "Actions Required". This lists items such as how many courses are available to invoice, # of missing/overdue grades, # of pending authorization letters, along with other items

30 Sep 2014 Release:

1. Implementation of mandatory e-degree plans. School will enter number of credit hours required for Core/Major, General Education, Program Electives, and Institutional Requirements. Schools will also upload an evaluated degree plan or a non-evaluated one if transfer credit has not yet been determined. (Please note: airmen are allowed to use MilTA for no more than 6 (six) semester hours (or equivalent) under a non-evaluated degree plan. After 6 hours, MilTA is not authorized until an evaluated degree plan is accomplished)
2. Identification of STEM (Science, Technology, Engineering, and Mathematics) degree programs
3. Ability to manage students' education goals
4. Availability of reports to assist with the management of student records

5. Availability of an abbreviated version of the students education record with views of their grades, refunds, education goal, student record status, and contact information
6. Implementation of a secure messaging system with communications to the Air Force Automated Education Management System (AFAEMS) users
7. Access to the **AI Portal** forum to add or view forum posts
8. Ability to input student school ID numbers

Next, the new **AI Portal** will require your institutions to upload and lock certain information. **No later than 15 September 2014** the following information must be loaded. After this date, the institution will be locked and new students will not be able to select that institution. Airmen will only be able to pick from the uploaded data:

1. Tuition: This must NOT include any fees as fees or books as both are no longer authorized to be paid (functionality available with the June release)
2. Term dates: Ensure consistent and accurate information on MilTA requests (functionality available with the June release)
3. Degree programs: As part of the e-degree plans, airmen will only be able to choose from the uploaded degree programs/plans (Functionality currently available. Schools may start uploading degree programs now).

Finally, the Air Force is updating the regulation that provides overarching policy for the Voluntary Education program including MilTA. Once this is approved, we will provide updated information via the **AI Portal**.

As always, we appreciate our partnership with you and value the educational opportunities you provide Airmen. If you have any questions or need assistance with uploading the required data, please feel free to contact my **AI Portal** support team by calling [334-517-6172](tel:334-517-6172) or emailing aiportal@bamtech.net.

//signed/kay/1 May 14//

KIMBERLY A. YATES
Chief, Air Force Voluntary Education

5. DoD MOU – must signed by institution chancellors, approved by DoD and be on the list of participating institutions at dodmou.com by July 23, 2014. Need to allow minimum 5 business days for processing by the DoD. Per SOC, if it's not on the list by July 23, then soldiers can't use their TA at our institutions on July 24th.
 - UAA is working on review and signing
 - UAF is working on review and signing
 - UAS unsure of progress on MOU
6. Installation MOUs must be re-signed within 90 days after DoD MOU.
 - News to UAA. Need to check on these new MOU's.

7. Other items?

8. Next meeting date: Tuesday, July 15, from 2:00-3:00? (This is the third Tuesday in July.)