

**CTAM WORK TEAM**  
**Agenda**  
**Tuesday, September 16, 2014 ~ 2:00-3:00 p.m.**

**Dial in Number:** 1-800-893-8850

**Participant PIN:** 6384 637

**Attendees:** UAS – Barb, Trisha, Mae  
UAF (Recorder) – Johnny  
UAA– Mel, Craig  
UA Statewide –

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1. CTAM Grades Upload – update

UAF attempted but was unable to use the new report to upload grades to the GoArmyEd portal. Found 1 item that Matt tweaked, then had some students on the GoArmyEd list that weren't on the SHR2CTG report and vice versa. By then students were contacting us about having grades loaded in the GoArmyEd portal, so Marla Gale posted them manually. UAF looks forward to using for Fall grades, though.

From Matt's 06/24/14 email: "*The EAS on-call email is [ua-oit-eas-stu-oc@alaska.edu](mailto:ua-oit-eas-stu-oc@alaska.edu). When sending a message to have CTAM grades uploaded, write something like: Please run shr2ctg and upload UAA/F/S's extract to the GAE servers. I'll try to get some documentation out on the EAS wiki so everyone else knows what to do.*"

2. SOC changes – any updates? [None](#)

3. Residency Interface Flag in GoArmyEd – UAA & UAF will submit CRMs to get their Residency Flag Interfaces Unchecked. We were waiting until about now to submit the cases, one for each of us.

[Lora and Caty, as the Primary POC's, need to submit these cases and will discuss whether or not to coordinate the submissions. \(Coordination may not be necessary, since we have separate instances of the portal.\)](#)

4. Reminder regarding AI Portal changes below. Any updates, issues, information to share?

[Mel: the deadlines for loading degrees, tuition and term dates are flexible. He loaded 8-week sessions separate from 15-week sessions since airmen can't use TA after the first day of classes. UAF & UAS got theirs loaded also.](#)

AF/A1DLV  
Jones Building  
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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](mailto:aiportal@bamtech.net).

//signed/kay/1 May 14//

KIMBERLY A. YATES  
Chief, Air Force Voluntary Education

5. Dates for GoArmyEd CTAM upload of Spring 2015 class schedule (Matt and Jane?)  
[Jane or Matt will send the dates to the CTAM list.](#)
6. Other items?  
[Discussion regarding DoD MOU and how many institutions did not sign it. Mel reported some confusion regarding the difference between the DoD MOUs and the Installation MOUs.](#)
7. Next meeting is Tuesday, October 21, from 2:00-3:00. Caty will be gone. Who can facilitate the meeting? [Thank you, Mel!](#)