



# CAPTURING THE KNOWLEDGE

## **UBC'S INTERNATIONAL ADMISSIONS DATABASE**

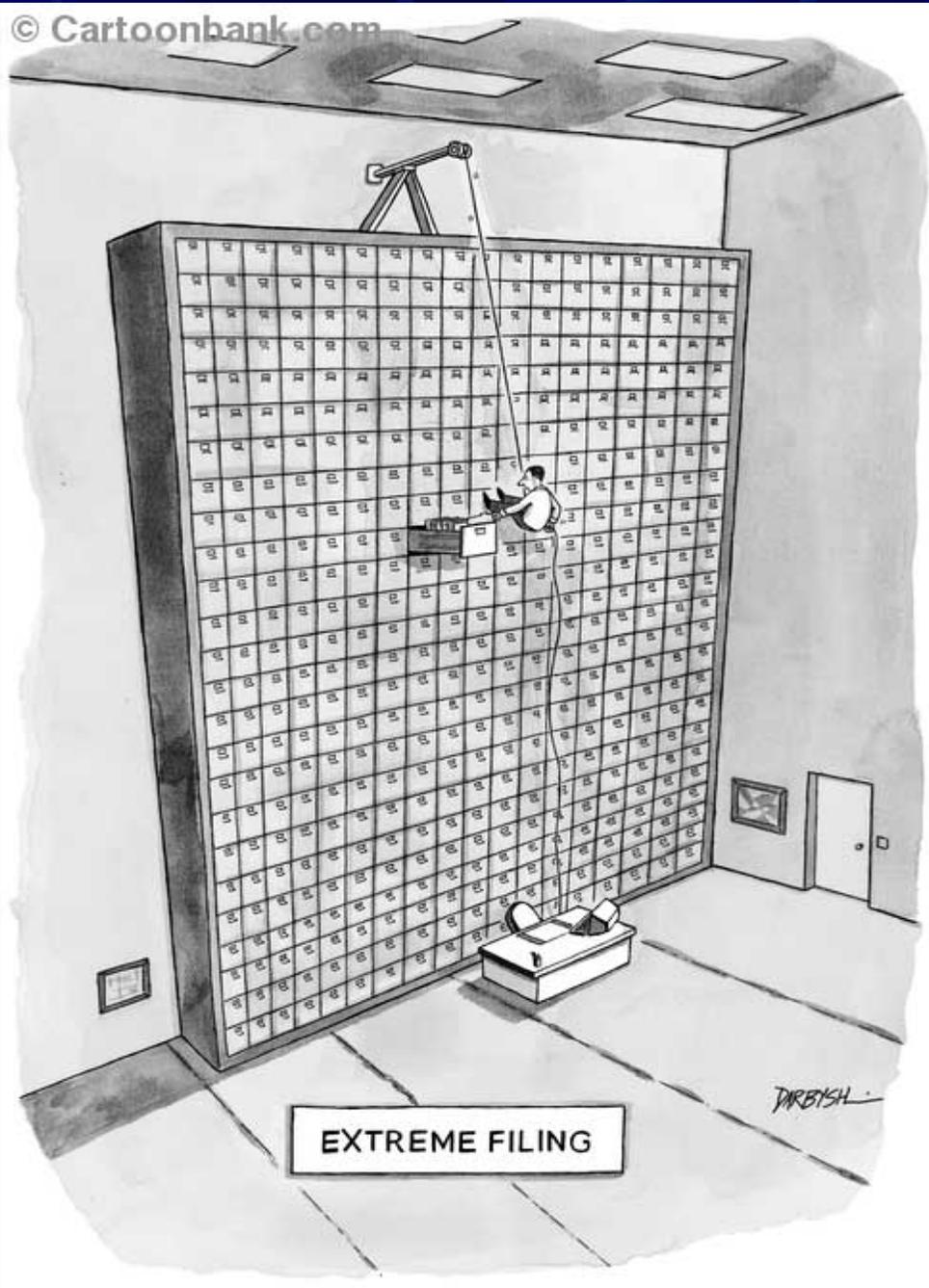
ARUCC, Montréal

June 27-29, 2006



# Presenters

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EXTREME FILING

# Challenges with Former System

- Institutions and credentials repeatedly researched
- Potential for inconsistent outcomes
- Evaluations take longer than necessary
- Rapidly increasing volume of international applications
- Outdated and incomplete information (e.g. File Meeting Minutes)

file meetings - Microsoft Internet Explorer provided by Your Enrollment Services

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Write Address Book Favorites

Address [http://wwwtest.regi.ubc.ca/admiss/file\\_meet/index.htm](http://wwwtest.regi.ubc.ca/admiss/file_meet/index.htm) Go Links >>

Google Search 27 blocked Check AutoLink AutoFill Options

## UBC Undergraduate Admissions File Meeting Minutes

[File meetings by Date](#)

**File meetings by Subject:**

- [A and O Levels](#)
- [Aboriginal Admissions](#)
- [Academic Probation/Suspension](#)
- Access and Diversity – see Disability Resource Centre
- [Access Studies](#)
- [Accreditation](#)
- [Added Credit](#)
- [Adult Basic Education \(ABE\)](#)
- [Advanced International Certificate of Education \(AICE\)](#)
- [Advanced Placement \(AP\)](#)
- [Agricultural Sciences](#)
- [Alberta](#)

Done Internet

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A & O Levels - Microsoft Internet Explorer provided by Your Enrollment Services

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Write Find Paste Options

Address [http://wwwtest.regi.ubc.ca/admiss/file\\_meet/A%20&%20O%20Levels.htm](http://wwwtest.regi.ubc.ca/admiss/file_meet/A%20&%20O%20Levels.htm) Go Links >>

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## A & O Levels

- [July 25, 2005](#) (LPI waiver for AS English with final grade of A)
- [July 25, 2005](#) (final document requirements)
- [May 9, 2005](#) (O level Additional Math)
- [May 2, 2005](#) (Higher International General Certificate of Secondary Education)
- [May 2, 2005](#) (Science applicants with 4.0 average)
- [April 25, 2005](#) (Higher International General Certificate of Secondary Education)
- [April 18, 2005](#) (A levels but no O levels)
- [April 18, 2005](#) (A level Design and Technology; transfer credit)
- [April 4, 2005](#) (applicants presenting only 2 A levels)
- [April 4, 2005](#) (Integrated Laboratory Science course)
- [January 6, 2004](#) (change in method of evaluating)
- [December 9, 2003](#) (requiring three A-levels, continued)
- [December 2, 2003](#) (requiring three A-levels)
- [April 23, 2003](#) (Double Science award -- e-mail from Paul Harrison)
- [April 1, 2003](#) (language levels)
- [February 25, 2003](#) (A level Divinity and "academically appropriate" courses)
- [January 21, 2003](#) (bumping up A levels)
- [January 14, 2003](#) (bumping up A levels)
- [January 7, 2003](#) (bumping up grades)
- [February 26, 2002](#) (O level ESL English)
- [February 26, 2002](#) (Double Science Award)
- [Feb 14, 2002](#) (Edexcel Statement of Results)
- [November 7, 2001](#) (vocational A levels and GNVQ)
- [July 24, 2001](#) (statement of results)
- [June 19, 2001](#) (exemptions on predicted results)
- [June 5, 2001](#) (ESL English)
- [May 29, 2001](#) (AS Levels)
- [May 8, 2001](#) (Math credit)

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# Anticipated Benefits of Database

- Faster decisions
- Improved relationships
- Improved evaluator training
- More confident and satisfied staff
- Reduction in staff hours

# What is Needed?

- Vision
- Buy-In
- Financial Support
- Expertise: Technical and Professional
- Time

# Integration vs. Stand-Alone

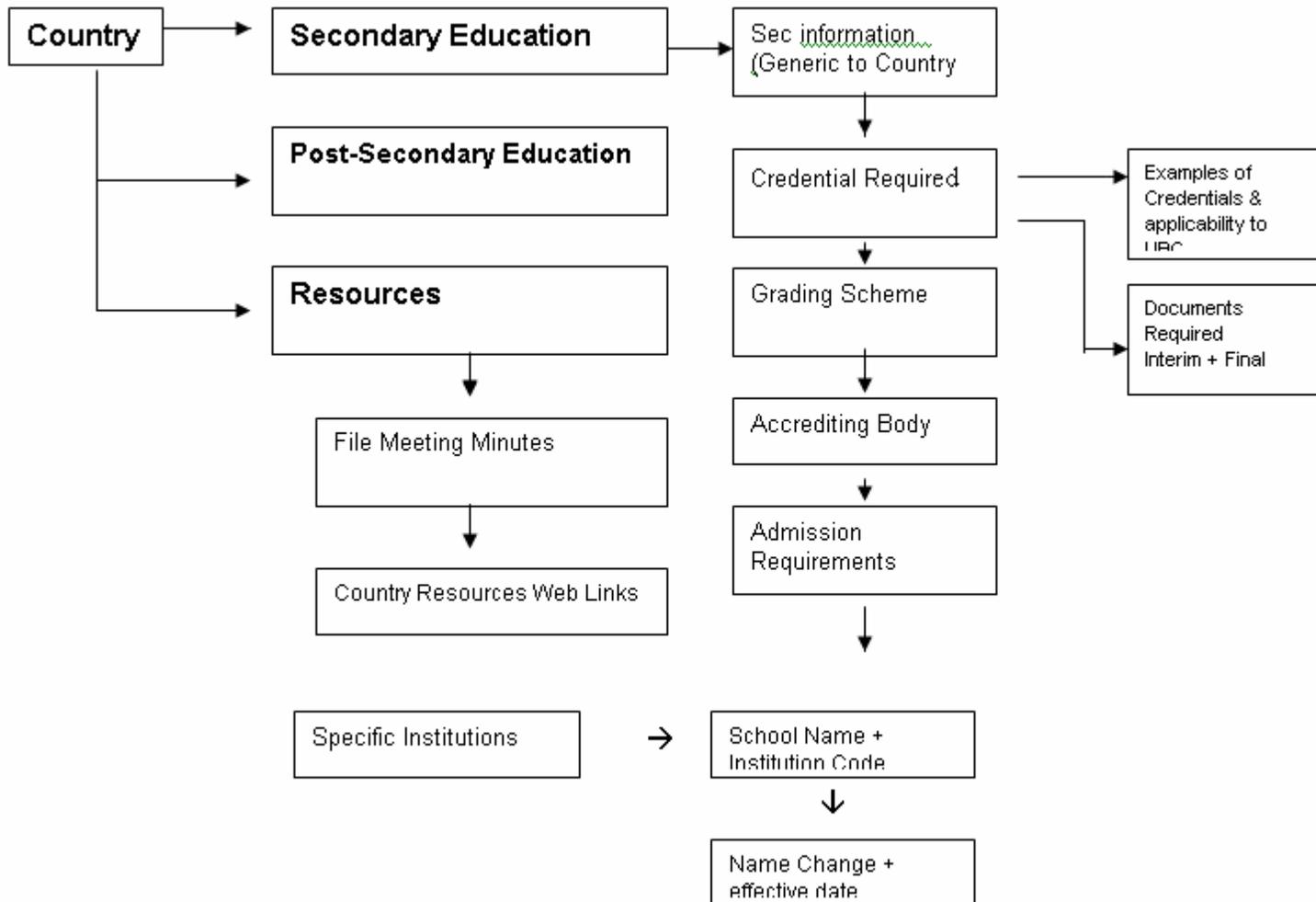
- In-house Student Information System
- Resources to support
- Development time
- Security
- Concerns about overlap and inconsistency
- Ability to effectively search for or sort data

# Preferred Elements

- Web-based
- Easily searchable
- Relatively intuitive
- Different security levels
- Clear view of information – 1 page preferred
- Ability to attach scanned and other documents
- Web links
- Printable

# Creating the Database

- Determination of desired information
- Creation of fields
- Organization
- Staff engagement



COUNTRY: China

Credential Required: Upper Middle School Graduation Certificate

Education Ladder: 6+3+3

Accrediting/Governing Body: Ministry of Education (MOE)  
(formerly known as the State Education Commission)

Academic Year: September to July  
(divided into two terms)

Language(s) of Instruction: Chinese

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**Required Documents:**

		Translation Required?	
		Y	N
Interim:	Interim Upper Middle School Report of Grades (must show last 3 years of study)	<input type="checkbox"/>	<input type="checkbox"/>
Final:	Final Upper Middle School Report of Grades	<input type="checkbox"/>	<input type="checkbox"/>
	and		
	Upper Middle School Graduation Certificate	<input type="checkbox"/>	<input type="checkbox"/>

# Platform Options

- Oracle
- FileMaker Pro
- Microsoft Access

# Security Issues

- That of users
- Those involving integration

# Technical Support & Communication

- Language barriers
- Trust your techies ... but know what questions to ask

# Database Demo

# Policy & Procedures Manual

- Outlines how to search the database
- Defines fields
- Establishes standards for populating
- Describes maintenance

P&P manual - institution chapter v. 2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

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Evaluation Database P&P Manual → Page 8

Institutions

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## INSTITUTIONS

One of the key elements in using the Institution Component of the database is to recognize that all fields below the first line (titled "Lookup Existing Institution") are "live"—that is, any change to them automatically changes that record. Only the first field, titled "Lookup Existing Institution", should be used in a "go to" manner. This is the field that represents institutions already existing in this Access database. The other fields (namely SIS Institution code and SIS Institution Name) represent institutions that exist in the SISC database, with which this database has a connection and from which it draws information.

Admission Evaluation Database - [Form-Institution : Form]

File Edit View Insert Format Records Tools Window Help

Institution Details

Lookup Existing Institution:

Institution Information (edit)

Last Update: 2/9/2006

Status: In Progress

SIS Institution Code: 001482 SIS Country: Thailand SIS State/Province:

SIS Institution Name: Ruamrudee International School

Page 8 Sec 1 1/16 At 1.3" Ln 2 Col 1 REC TRK EXT OVR English (Ca)

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# Populating the Database

- Time expectations
- Staff involvement
- Training

# Maintenance Issues

- Portfolio responsibility: all evaluators adding ... one evaluator maintaining

# Looking Ahead

- Potential to re-tool for recruiting and student self-assessment purposes
- Version 2:
  - Web-interface
  - Improved security options
  - Colour scans of documents
  - Smarter, faster, stronger, better ...

# Conclusion

- Huge potential

