An Evaluator’s Primer

Understanding Military Transcripts and Ensuring Academic Integrity

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The Texas A&M University System
2011 Military Friendly Symposium
September 29, 2011

Serving Those Who Serve
Workshop Goals

• To provide background and information on the American Council on Education (ACE) and the Center for Lifelong Learning (CLLL).

• To provide a clear understanding of the review process.

• To increase the awareness, use, and benefit of the transcript services (AARTS, SMART, and ACE transcript).
“WHAT an individual learns is more important than when, where, and how the individual learned it.”

www.acenet.edu/CLLL
Program Evaluations

- Military Programs

- Corporate Programs

College Credit Recommendation Service (CREDIT)
Commission on Lifelong Learning

- Membership includes:
  - campus CEOs
  - higher education institutions
  - educational associations
  - businesses
  - labor unions

- Term of membership: 3 years
- Meetings: Spring and Fall

www.acenet.edu/Content/NavigationMenu/About/Commissions/Lifelong.htm
Special Projects and Initiatives

- Adult Learner Research
- Free quarterly lifelong learning e-magazine
- Technical Workshops
Serving Those Who Serve

- Promotes access to and success in higher education
- Supports service members and their families
- Aligns opportunities for colleges and universities

- Home Page
  www.acenet.edu/stws

- Informational Brochure
  www.acenet.edu/stws/brochure

- Issue Brief
  www.acenet.edu/stws/issuebrief

- Email
  STWS@ace.nche.edu

American Council on Education
Military Programs
From Soldier to Student

A national snapshot of the programs, services, and policies that campuses have in place.

- Released July 2009
- Identifies gaps
- Provides overview of programs and services
- Serves as a catalyst for discussion

www.acenet.edu/CPA/STS

American Council on Education
Military Programs

Serving Those Who Serve
Military Service Members and Veterans in Higher Education

- Published with support from Lumina Foundation for Education
- Outlines the details of the new GI Bill
- Provides data on current military undergraduate students

www.acenet.edu/CLLL
Today’s GI Bill

- Launched November 2009
- Benefits eligibility
- College prep and selection
- Credit transfers
- Admissions
- Success stories

www.todaysgibill.org
Veteran Success Jam (May 2010)

- Overview of the conversation (3,000 participants)
- Key insights and ideas for action:
  - Promising practices on college campuses
  - Financing an education and education benefits
  - Earning college credits for military service
  - Supporting the families of veterans
  - Navigating a path to college
  - Transitioning to employment and training
  - Physical and psychological health challenges

www.acenet.edu/links/military/ensuring_success
Accommodating Student Veterans

NEW ~ July 2011

• Provides tips for accommodating Traumatic Brain Injury (TBI), Post-Traumatic Stress Disorder (PTSD)
• Offers information about prevalent battlefield injuries
• Illuminates examples of promising practices including rights under federal disability law
• Establishes examples of relationships with staff in the disability services office on campus
• Describes methods of instruction to ensure accessibility

www.acenet.edu/militaryprograms
Success for Veterans Award Grants

The American Council on Education (ACE), with the generous support of the Walmart Foundation, awarded the Success for Veterans Award Grants in 2009 to 20 institutions across the U.S. that operate model programs advancing access to and success in higher education for veterans and their families.

The Success for Veterans Award Grants were designed to expand current programs and services and disseminate promising practices nationwide. Over three years, the work impacted more than 82,300 service members, veterans and their families.

Learn more about the promising practices identified by the grantees.
Program Evaluation Activities

Evaluate formal courses and occupational specialties

Publish course and occupation descriptions and academic credit recommendations

Transcript and registry services
Value of an ACE Review

- Academic institutions
- Learners
- Organizations
- Military
Overview: Process for Military Programs

- DoD contract
- Course and occupation materials submitted
- ACE’s Content Review Committee (CRC)
- Review Team Selection Committee
- Pre-site visit telephone conferences
- Team site visit and recommendations

www.acenet.edu/militaryprograms
Military Programs Does Not Evaluate

- Air Force courses transcribed by the Community College of the Air Force (CCAF)
- Military schools with degree-granting status
- Courses outsourced to colleges and universities
- Coast Guard additional skill identifier / qualification codes
About Military Evaluations

2010 Fiscal Year
• 42 installation visits
• 1,900 courses
• 105 occupations
• 95 teaching faculty members
• 3,700 semester hours in the lower division
• 1,700 semester hours in the upper division
• 125 semester hours in the graduate division
Overview: Process for Corporate Programs

- Organizations contact ACE to determine eligibility to participate
- ACE’s Content Review Committee (CRC)
- Review Team Selection Committee
- Pre-site evaluation visit
- Team site visit and recommendations

www.acenet.edu/programs/credit
Example Corporate Clients

- SkillSoft (SmartForce)
- Learning Tree International
- FAA
- Delta Airlines
- Foreign Service Institute
- Defense Language Institute
- Defense Acquisition University
- Defense Threat Reduction Agency
Reflections or Questions?

On to the Evaluation Process
The General Review Process

- Conduct pre-meetings with points of contacts
- Travel to training locations
- Review materials (conduct interviews for occupations)
- Document evaluation and write descriptions
- Final reports
Content Review Committee (CRC) Role
• Determines the appropriate content and academic disciplines for courses and occupations
• Reviews discipline alignment by the Classification of Instructional Programs (CIP)
• Determines the scope of the team

Review Team Selection Committee Role
• Reviews evaluators nominated for the team
• Approves nominations
Evaluator Representation

- Accrediting agencies
- Types of institutions
- Approximately 7,000 faculty on military teams (since 1954)
Overview: The Evaluation of Courses

- Formal military instruction and military occupations specialties; courses approved by a central authority
- Correspondence courses with proctored end-of course exams
- Distance learning/online courses with documented rigid control test conditions and firm identification of the student.
The Program of Instruction (POI)

• POI parallels a syllabus
• Official course documentation
• Must be maintained at ACE
• All services use POIs
• Branch specific supporting documents
Evaluative Criteria for Courses

- Course content
- Learning outcomes
- Depth and breadth of material
- Level of difficulty
- Applicability to postsecondary programs
- Evaluative instruments
- Outside assignments
- Instructor qualifications**

Content scope and rigor must be at the post-secondary level!
Types of Credit

- Vocational / Certificate
- Lower Division
- Upper Division
- Graduate
No Credit Recommended

• Material presented in the course is not comparable to content and rigor at the post secondary level

• Material offered is inadequate for a judgment to be made

• Inadequate outcome assessments
Sample Course Team Consensus Sheet (TCS) - Military

**MILITARY PROGRAM TEAM CONSENSUS SHEET**

**Course Information:**
- New Course: [ ]
- Revised Course: [X]
- ACE ID: NV-1716-8154
- Similar to: [ ]
- Title: Blasting & Quarry Operations
- Course Number: A-730-0019
- Preparation Date: 5/07
- Training Start/Implementation Date: 5/07
- Course Length: 6 weeks (240 hours)
- Training Location: Naval Construction Training Center, Port Hueneme

**Learning Outcomes:** Upon completion of the course, the student will be able to:
- conduct blasting and quarry operations, transport explosives and ammunition, operate rock drills and associated quarry equipment using published safety requirements as related to each area,
- understand and be able to identify geological structure formations, and plan quarry operational requirements and location.

**Instruction:**
- Methods of instruction and topics covered:
  - Audio Visual Materials: [ ]
  - Practical Exercises: [X]
  - Discussion: [ ]
  - Case Studies: [ ]
  - Learner Presentations: [ ]
  - Classroom Exercise: [ ]
  - Laboratory: [ ]
  - Lecture: [X]
  - Computer-Based Training: [ ]
  - Topics include: explosive safety program, analysis and properties of common rocks, structural features in rock, quarry layout and development, explosives, initiating devices and blasting equipment, shot design, air compressors and rock drills, priming and rock drills.

**Credit Recommendation:**

- Credit Should Be Listed in the Highest Appropriate Category:
  - A: Credit is not recommended because of the limited specialized nature of the course
  - B: Credit is not recommended because of the military-specific nature of the course
  - C: Other (Specify)

<table>
<thead>
<tr>
<th>Credit Category</th>
<th>Credit Recommendation (semester hours and subject area)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Certificate</td>
<td>2 semester hours in explosives safety, 3 in drilling and blasting, and 3 in applied geology.</td>
</tr>
<tr>
<td>Lower Division Bachelor's/Associate Degree</td>
<td>2 semester hours in explosives safety, 3 in drilling and blasting, and 3 in applied geology.</td>
</tr>
<tr>
<td>Upper Division Bachelor's</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Notes:** Should the team decide to not make a credit recommendation, note why in this area.

**Evaluator:**
- Dr. Red
- Dr. Black
- Dr. Purple

**Prepared by:**
- Dr. Red

**Evaluation Location:**
- Port Hueneme, CA

**Date of Evaluation:**
- 5/25/07
Military Evaluations: Related Competencies

- Aligned with each of the credit recommendation subject areas
- Displayed in Military Guide Online
- Implemented in October 2006
Reflections or Questions?

On to Occupation Evaluations

Serving Those Who Serve
The Military Occupation Evaluation

- Occupation is a job designation by the military service
- Review and assessment are more experiential in nature
- Teams validate demonstrated and expected job knowledge, skills, abilities by pay grade
Military Occupation Evaluations: The General Process

Review Committees
- Content Review Committee (CRC)
- Review Team Selection Committee

Teams
- Travel to the military installation
- Review official occupation documentation
- Interview service members
- Develop final recommendations
Military Occupation Evaluations: Official Documentation

• Occupation manuals
• Technical guides and training manuals
• Promotion examinations
• Study guides
• Other official branch specific documentation
Military Occupation Evaluations: Service Member Interview

- Focus on the representation of the job expectations at the pay grade
- Clarification and validation of the official military documentation
Military Occupation Review: Team Process

- Synthesis of information
- Alignment to current curricula
- Determination of post secondary content and rigor
- Team consensus must be 100%
Reflections or Questions?

On to Transcript Overview
Validation of credit recommendations
Value of Transcripts

- Degree completion
- Training and certification verification
- Employment
- Job advancement
- Skills documentation
- Advanced college placement
- Courses in certification programs
- State credentials verification
- Resume development
## Transcript Data

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th># of Transcripts Processed (AARTS)</th>
<th># of Transcripts Processed (SMART)</th>
<th># of Transcripts Processed (CREDIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>217,913</td>
<td>105,799</td>
<td>7,963</td>
</tr>
<tr>
<td>2009</td>
<td>296,075</td>
<td>125,462</td>
<td>7,806</td>
</tr>
<tr>
<td>2010</td>
<td>293,594</td>
<td>134,200</td>
<td>7,668</td>
</tr>
</tbody>
</table>
## 2010: Top 10 Transcript List

<table>
<thead>
<tr>
<th>AARTS</th>
<th>SMART</th>
<th>ACE Corporate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Phoenix</td>
<td>University of Phoenix</td>
<td>Thomas Edison State College</td>
</tr>
<tr>
<td>35,269</td>
<td>13,143</td>
<td>629</td>
</tr>
<tr>
<td>Central Texas College</td>
<td>American Intercontinental University</td>
<td>Excelsior College</td>
</tr>
<tr>
<td>31,875</td>
<td>7503</td>
<td>265</td>
</tr>
<tr>
<td>American Military University</td>
<td>Ashford University</td>
<td>University of Maryland University College</td>
</tr>
<tr>
<td>16,429</td>
<td>5912</td>
<td>102</td>
</tr>
<tr>
<td>American Public University</td>
<td>Coastline Community College</td>
<td>University of Phoenix</td>
</tr>
<tr>
<td>14,490</td>
<td>4175</td>
<td>51</td>
</tr>
<tr>
<td>University of Maryland University</td>
<td>American Military University (Manassas)</td>
<td>American College of Education</td>
</tr>
<tr>
<td>College/Europe/Asia</td>
<td>3752</td>
<td>50</td>
</tr>
<tr>
<td>14,038</td>
<td>University of Maryland University College</td>
<td>Ashford University</td>
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<tr>
<td>North Central Institute</td>
<td>3666</td>
<td>47</td>
</tr>
<tr>
<td>9008</td>
<td>Excelsior College</td>
<td>Anne Arundel Community College</td>
</tr>
<tr>
<td>Grantham University</td>
<td>3318</td>
<td>32</td>
</tr>
<tr>
<td>6629</td>
<td>Colorado Technical University Online</td>
<td>Grand Canyon University</td>
</tr>
<tr>
<td>American Intercontinental University Online</td>
<td>2964</td>
<td>Eastwick College</td>
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<tr>
<td>6014</td>
<td>Thomas Edison State College</td>
<td>31</td>
</tr>
<tr>
<td>Columbia Southern University</td>
<td>2357</td>
<td>Charter Oak State College</td>
</tr>
<tr>
<td>5922</td>
<td>Central Texas College</td>
<td>23</td>
</tr>
<tr>
<td>Excelsior College</td>
<td>2062</td>
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</tbody>
</table>

*Source: American Council on Education Military Programs*
Over….

- 15,000 course exhibits
- 3,100 occupation exhibits
The Military Guide on CD

• No more printed guides

• Newest version on CD is January 2011
• Since 1987
• Current or highest rank achieved while in the military
• Military status (active or inactive)
• Additional skill identifiers (ASI) and skill qualification identifiers (SQI)
• Formal military courses completed and evaluated
• Military occupational specialties (MOSs) held and evaluated
• Standardized test scores
• Descriptions and credit recommendations
General Contact Info (AARTS)

The Army American Council on Education Registry Transcript System (AARTS)

AARTS Operations Center
1600 Spearhead Division Avenue, Dept. 410
Fort Knox, KY 40122

Phone: (800) 833-6622
Web Site: aarts.army.mil
E-mail: hrc.tagd.aarts@conus.army.mil
Monday to Friday: 0730 to 1600 ET
**NEW!! Revised April 12, 2011**

- Similar to AARTS
- Includes two addenda
  - Summary Page
  - Academic Institutions Courses

**Addenda are provided for advisory purposes and not endorsed by ACE**

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### Military Course Completions

<table>
<thead>
<tr>
<th>Military Course ID</th>
<th>ACE Identifier</th>
<th>Dates Taken</th>
<th>Credit Recommendation</th>
<th>Level</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>A-060-0011</td>
<td>NV-2210-0148</td>
<td>03-OCT-2005 to 18-NOV-2005</td>
<td>1 SH</td>
<td>L</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>A-100-0316</td>
<td>NV-4115-2173</td>
<td>05-DEC-2005 to 19-JAN-2006</td>
<td>3 SH</td>
<td>V</td>
</tr>
</tbody>
</table>

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**Serving Those Who S**
General Contact Info (SMART)

Sailor/Marine/ACE Registry Transcript (SMART)

SMART Operations Center
NETPDTC, N2
6490 Saufley Field Road
Pensacola, FL 32509

Phone: (877) 253-7122 (toll-free)
Web Site: https://smart.navy.mil
E-mail: sfly_smart@navy.mil

Serving Those Who Serve
Features of Web Delivery

**AARTS College Transcript Delivery Web Site**

Login
FAQs
AARTS Home
SMART (Navy)
Campuses
Online
Security and Privacy Notice

Welcome to the Army American Council on Education Registry Transcript System (AARTS) College Transcript web site. This site delivers AARTS Transcripts to those colleges, universities, and other educational institutions that have expressed an interest in receiving transcript documents in an on-line format. Further information can be found in the Frequently Asked Questions (FAQ) section.

For those colleges that also use the SMART Official Transcript Online Delivery System, the link on the left will connect directly to the SMART web site.

Note: This site is best viewed at 800x600 and 256 colors or more.

Comments on this web site should be directed to AARTS Webmaster. Please include “AARTS College Web Site” as your subject line.

**SMART**

Sailor/Marine American Council on Education Registry Transcript

Register to Use this System
If you are ACTIVE DUTY OR RESERVE, CLICK HERE to register as NKO.
If you are SEPARATED or have trouble registering through NKO above, then CLICK HERE to register for a SMART account.

Who’s Eligible for SMART Transcripts
Navy: Active Duty, Reserve and Veteran who have separated since January 1975.
Marine Corps: Active Duty, Reserve and Veteran who have separated since January 1990.

Contact Information:
NETPDD:
ATTN: SMART Operations Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: dty_smart@navy.mil

Important SMART Links
Official SMART Request Form
SMART Request Procedures (Navy)
SMART Request Procedures (Marine Corp)

Links of Interest
Partner College Degrees
ACE Military On-Line Guide
NAVY College Programs
Army Transcript (AARTS)
National Personnel Center
Naval Nurses
U.S. Navy
SMART FAQ

https://aartscolleges.army.mil

https://smart.navy.mil

ACE American Council on Education
Military Programs

Serving Those Who Serve
AARTS Operations
1600 Spearhead Division Avenue
Dept. 410
Fort Knox, KY 40122
Carol Brown
hrc.tagd.aarts@conus.army.mil
aartstranscript.army.mil

SMART Operations
NETPDTC, N2
6490 Saufley Field Road
Pensacola, FL 32509
Laurine Anderson
sfly_smart@navy.mil
1-850-452-1001
x1097, 1236, or 1149
smart.navy.mil
The following is an example of a military transcript for the Coast Guard Institute.

### Military Experiential Learning Credit:

**VETERAN**

**Skill Level TNL (05/05 - Present)**

**Credit:** LL/UL

**Area of Application:**
- 3.00 LL S Business office software applications
- 3.00 LL S Personnel records administration
- 3.00 LL S Human resources management fundamentals
- 3.00 LL S Business communication
- 3.00 UL S Interpersonal communication
- 3.00 UL S Human resources administration

**VETERAN**

**Skill Level TNL (09/92 - 04/05)**

**Credit:** LL/UL

**Area of Application:**
- 4.00 LL S Keyboarding
- 2.00 LL S Records and information management
- 3.00 LL S Clerical procedures
- 3.00 LL S Business communications
- 3.00 LL S Business software applications
- 2.00 LL S Office procedures
- 3.00 LL S Personnel supervision
- 3.00 LL S Legal practices and procedures (if 02/verbalism reqd or 03/legal clerk)

**VETERAN**

**Skill Level TNL (09/92 - 04/05)**

**Credit:** LL/UL

**Area of Application:**
- 3.00 LL S Keyboarding
- 2.00 LL S Records and information management
- 3.00 LL S Clerical procedures
- 3.00 LL S Business communications
- 3.00 LL S Business software applications
- 1.00 LL S Office procedures

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**ACE Military Guide Online**

http://militaryguides.acenet.edu

**Coast Guard Institute Transcripts**

http://www.uscg.mil/hr/cgi/ve/official_transcript.asp

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*Serving Those Who Serve*
Military Transcripts: CCAF

CCAF Catalogs

CCAF Course Descriptions
Resources: A Transfer Guide

- Written specifically for the service member
- Released March 2009
- Provides simple, straightforward guidance on understanding military credit recommendations and transcripts
- Includes definitions of common terms, answers to frequently asked questions, and a transfer credit checklist
- Website
  www.acenet.edu/militaryprograms/transferguide
Resources: ACE Military Brochures

ACE
American Council on Education
Military Programs

AARTS
ARMY
AMERICAN COUNCIL ON EDUCATION
REGISTRY
TRANSCRIPT
SYSTEM

WHERE CREDIT IS DUE
Academic Recognition for Military Training and Experience

SMART
SAILOMARINEACEREGISTRYTRANSCRIPT

Tracking Military Career Experiences from Beginning to End

Serving Those Who Serve
College Credit Recommendation Service

- National Guide
- ACE Network of Cooperating Colleges and Universities
- ACE Affiliate Offices

www.acenet.edu/programs/CREDIT
Welcome to CREDIT

The American Council on Education's College Credit Recommendation Service (CREDIT) connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside the traditional classroom.

The ACE National Guide to College Credit for Workforce Training contains ACE credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military.

View organizations below or search for a specific course or exam.

Learn more about CREDIT

Upcoming Course Reviews

- April 14, 2011 - Institute for Integrative Nutrition
- April 17, 2011 - Institute for Integrative Nutrition
- April 17, 2011 - Institute of Medicine of the National Academies
• Recognized by colleges/universities, state credentialing authorities, and employment agencies

• Learners can maintain their own accounts online

www.acenet.edu/transcripts
Serve as an Evaluator

- You must be actively teaching college-level courses.
- When your discipline expertise is needed, you are contacted directly to serve on the ACE team.
- ACE pays all evaluators an honorarium and travel.

www.acenet.edu/evaluators
evaluators@ace.nche.edu
Faculty Evaluator Database

- Online application
- Academic institution affiliation
- Degrees / credentials
- Current teaching position
- Short biography
- Resume or CV required
- CIP codes identified
- Routinely audited

www.acenet.edu/evaluators/serve
Evaluator Handbook

Program Evaluations
Procedures for Evaluators

www.acenet.edu

• Clarifies the review process
• Demystifies expectations
• Tools, resources, veteran evaluator tips

www.acenet.edu/evaluators

Serving Those Who Serve
Resource Tools for Colleges and Universities

The purpose of this portal is to provide colleges and universities with quick access to information and support specific to the military adult learner.

Workshop and Presentation Resources

The Presentation

Each workshop and presentation is uniquely tailored to serve the needs of the target audience. Therefore, this presentation is more generic in nature and provides for a broad-based overview. Learn more about upcoming workshops and presentations.

Click on the presentation slide to launch the PDF.

Enlisted Paths of Progression

This chart serves as a quick reference to the enlisted pay grades. For more details, you can visit the Department of Defense Enlisted Rank Insignia web page.

Samples of Transcripts

Quick Links

- Home Page (Military Programs)
- ACE CREDIT Transcript
- Air Force Transcript (SCAF) Website
- Army Transcript (AARTS) Website
- Coast Guard Transcript (CG1) Website
- Navy/Marine Transcript (CHART) Website
- Military Guide Online
- Military Voluntary Education Links
- Military Programs Staff
- National Guide Online
- Serve as a Faculty Evaluator
- Serving Those Who Serve
- Transfer Guide (PDF)
- Workshops and Presentations

- Portal for colleges and universities
- Sample transcripts
- Rank charts
- Quick links
DoD Worldwide Education Symposium

- July 23-27, 2012
- MGM Grand Hotel, Las Vegas, NV
- "Educating the Force--Joint Effort, Joint Success"
  - Outcomes, Quality & Return on Investment
  - Innovations in Educating the Force
  - Best Practices in Education (Support)
  - New Counselor Development
  - Issues in a Joint Environment

www.ww2012.com
Lifelong Learning Resource Center

American Council on Education
One Dupont Circle, NW, Suite 250
Washington, DC 20036

Toll Free: 866-205-6267

Military Programs
202-939-9470 or mileval@ace.nche.edu
www.acenet.edu/militaryprograms

Corporate Programs
202-939-9434 or credit@ace.nche.edu
www.acenet.edu/programs/CREDIT

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