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**Contact Information**

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**Organizational Background Information**

Olivet College was founded in 1844 on the principle that the future of humanity rests in the hands, hearts and minds of those who will take responsibility for themselves and others in an increasingly diverse society. Open since its founding to all regardless of race, gender or ability to pay, Olivet is one of the most diverse private liberal arts institutions in the state with 30% under-represented minority students and greater than 50% of entering students identifying as the first in their family to attend college. As part of the academic vision of Education for Individual and Social Responsibility, faculty, staff and students commit themselves to the Olivet College Compact, a series of statements that define the tenets of what it means to live and learn as a responsible member of the Olivet College community and the larger world. Olivet College faculty and staff are committed to providing personalized, individualized attention for students who seek academic and personal success and has focused considerable efforts on recruitment and support for veterans and veteran dependents. Olivet College holds “gold level” distinction with the Michigan Veterans Affairs Agency and is a top 10 Military Friendly School for 2018-19, ranked 3rd nationally in the gold category. Olivet College also is a member of the American Council on Education (ACE),

Contemporary efforts to advance the veteran friendly ethos at Olivet College can be traced to informal conversations among several faculty members who have served in America’s armed forces. The result of those conversations was to complete several meetings with the OC registrar who also serves as the VA certification officer. In the fall of 2012 all OC student veterans or VA eligible dependents were invited to a meeting. That meeting resulted in the group initiating the college approved process for formal recognition as a student led club. Shortly thereafter, a constitution was submitted and approved by the appropriate student government association. The Student Veterans' Advocates have been continually active and successful in promoting a positive presence on campus. The group meets at least monthly. Thanks to the efforts of our student group, and support from the administration, Olivet College provides a 50% tuition discount to any qualified veteran or their eligible dependent. This tuition discount does not limit any VA education benefits. The group is active in campus service days and has for the past several years collected monetary and other donations for delivery to the Battle Creek Veterans facility. Veterans are also recognized upon graduation with club supplied graduation gown cords. The college hosts an annual Veteran’s Day Seminar in which veteran and active duty employees and students present a panel discussion for the student body; this event is well attended each year. The OC Admissions Office continues to have the duties of a senior level employee include actively working with the campus veteran’s group and attending Army Reserve & National Guard sessions to recruit for applicants to OC. Finally, the college is privileged to have a talented and hard-working registrar who also serves as the veterans certifying officer.

**Project Title**

Unpacking your duffle bag: converting your military knowledge & skills into higher education credit.

**Category Selection**

The intended outcome of this project will be to contribute to the attainment of at least two goal areas of the MVAA Strategic Plan. The OC contribution for any MVAA goal area would be limited to the specific work parameters of our grant award.

Goal Area 2: Enhance Opportunities:

2.4 – Implement a military credit transfer data base and veteran-friendly dashboard by September 30, 2021.

Goal Area 5: Leverage Data and Value-Added Technology

5.2 Complete a comprehensive database of veteran-focused service providers by September 30, 2019

This proposal includes three grant focus areas.

1. **Targeted career areas.** Olivet College proposes the development of formal military transcript equivalencies for courses in in the general education curriculum and one or more of the following majors offered at the college:
   1. *Criminal Justice.* Olivet College currently offers a major in criminal justice with a track in both law enforcement and corrections and has recently launched an online criminal justice professional degree completion program that could be a natural transition to college, especially for working veterans. For this proposed project, the Criminal Justice Professional Program will be explored for alignment of class credits with the Joint Service Transcript (JST) through ACE and the U.S. Air Force – Air University (AU). Following successful alignment of this program, the process will be replicated for the traditional law enforcement and corrections degree programs.
   2. *Business*. Olivet College offers multiple tracks for business majors, including concentrations in general business, finance, management and marketing, as well as a major in accounting and a nationally-recognized program in insurance and risk management. For this proposed project, the general business and insurance and risk management majors (two of the most popular at the college) will be aligned with the ACE approved JST & AU equivalents. Following successful alignment of this program, the alignment process will be replicated for other tracks in the business program.
   3. *Health Care*. Olivet College has a strong record of pre-medical preparation with majors in health science and biology with a pre-medical studies concentration. In fall 2018, the college will be adding an RN-to-BSN degree completion program for registered nurses who have licensure in the state of Michigan. For this proposed project, the new RN-to-BSN degree completion program will be aligned with the ACE/JST & AU. Following successful alignment of this program, the alignment process will be replicated for the health science and biology/pre-medical programs.
2. **Inter-institutional agreements:** Credit reciprocity – Olivet College proposes developing an articulation between the Associate in Applied Science Degree in Nursing (AASN) at Kellogg Community College (KCC) (the sending institution) and Olivet College (the receiving institution). A military credit equivalency process would be established through the receiving institution. A memorandum of understanding was signed in June of 2018 between OC and KCC that establishes a partnership with credit reciprocity focusing on an AASN from KCC. The partnership culminates with a BSN degree from OC. Formal approval for the OC portion of the BSN program from the Higher Learning Commission (HLC) is in the final stages of application review. Through this collaborative process, Olivet College also proposes assisting KCC in the process of becoming certified as an MVAA Veteran Friendly School (VFS).
3. **Laddered credentials:** A U. S. military veteran could be awarded credit equivalency as they progressed from an LPN to the AASN at KCC. This laddered credential track would culminate with a BSN from Olivet College. Military credit equivalency would be considered for each step in the laddered process.

**Project Description**

The goal of this project will be to develop, implement and evaluate a military transfer equivalency procedure to allow for the assessment of a potential OC transfer student’s Joint Service Transcript (JST) or Air University (AU) transcript. The academic areas of study are criminal justice, business, and health science with a focus on nursing.

Proposed steps:

1. Ensure that all courses in the criminal justice, business & health science - BSN completion curriculum have a course syllabus fully aligned with the OC syllabus requirements of 2016.
2. Construct a rubric of 3 or more levels for each of the aforementioned career areas that details each learning outcome. The three levels of rating on each course rubric would reflect the strength, weak – robust, of the match between the outcomes of the ACE evaluated course and the OC course(s) whose outcomes are being considered. Faculty teaching the courses being considered would work with the OC Dean of Faculty and Registrar to determine acceptable course equivalency.
3. The academic department chairperson/designee will complete an electronic rubric of each OC course being considered for equivalency. This will be done by matching course outcomes from the ACE/JST or AU course with the OC course outcomes. A scoring process will be devised to include point total benchmarks for determining the amount of credit hour(s) to award a ACE/JST or AU approved course. The academic department will have 10 school days to return the completed rubric to the registrar with credit recommendations.
4. Develop an internal database of course equivalencies for ACE/JST and AU transcripts relative to programs identified. This database development would serve as a foundation and pilot for sharing such information externally.
5. Develop a standardized process for internal transcript review and recording within the college’s student records management system. Again, this process, once developed and tested could be shared with other institutions for replication.
6. A data-sharing tool would be developed that would allow access to the database by internal and external parties. Note: OC is currently involved with the Michigan Transfer Network. A possible link would be explored and possibly developed with this project.

**Project Team**

List all team members, their roles & expected duties.

Dr. Tom Sampson, team chair

Role: As an experienced faculty member, veteran advisor and army veteran himself, Dr. Sampson is perfectly positioned to provide the leadership to drive the work on this curriculum mapping project. His primary role is to lead and facilitate the completion of the ACE/JST & AU articulation review with the academic programs at Olivet College. In this role as the team chair for this project, Dr. Sampson will:

* Provide leadership and coordination for faculty review teams that will assess ACE/JST & AU transcript elements for alignment with course learning outcomes in particular majors.
* Serve as a liaison to department chairs who hold authority to approve ACE/JST or AU course equivalencies in the major degree programs.
* Under the direction of the OC provost, work with assigned faculty/staff from KCC in coordination of the military credit equivalency grant for health science/nursing.
* Ensure completion of tasks according to the proposed timeline
* Assess and evaluate products and grant goals and report out as needed.

Anticipated levels of effort: 40% of full time faculty member (Average of 16 hours per week)

Ms. Leslie Sullivan, registrar

Role: With great experience as the registrar and VA certifying official for Olivet College, Ms. Sullivan will assist Dr. Sampson in identifying possible courses for the JST articulation and serve as a liaison with department chairs.

Anticipated levels of effort: 5% of full time staff member (Average of 1 hour per week)

Dr. Maria Davis, provost and dean of the college

Role: As chief academic officer and second most senior official at Olivet College, Dr. Davis will serve as liaison to the community college partner (KCC) and will work closely with the OC director of nursing education to facilitate the inter-institutional agreement and laddered credential elements of this proposal. Dr. Davis will also facilitate the successful efforts of selected OC faculty & staff in working with the team chair.

Anticipated levels of effort: 5% of full-time administrative efforts (Average of 1 hour per week)

**Budget Justification**

Personnel

Team Chair. Faculty member familiar with academic advising and veteran advocacy experience to lead and facilitate alignment work @ .40 FTE appointment for academic year 2018-19 = $22,000. This person will ensure effective communication among project staff and MVAA. Will also ensure that timelines are met and product meets specifications.

IT consultant: To assist the OC Information Technology Staff (ITS) and Project Team in review & purchase of an existing software package for use in considering relevant ACE/JST & AU transcripts with OC course outcomes into a secure OC site. This would include the installation of an OC rubric template that would be useable for any of the target career areas. IT coding would also be necessary. ACE/JST & AU transcripts would be supplied by the eligible veteran as they apply to KCC or OC. This would include an electronic link with the OC Admissions Department.

Matching Cost

5 % of OC IT Staff = $6,500.00. This would be in-kind service.

Non funded team members = $6,000, e.g., department chairs/faculty in career target areas, 40 hrs @ $50.00/hr x 3 target areas.

Vendors: IT staff with project team to review and select software vendor(s) for package purchase. This cost may also include package modifications to meet our specific needs. We are initiating investigating several vendors, e.g., Skillnet.net/, jobscan.co/ Possible cost of package = $19,000.

Meetings

Travel 1 trip per month x 12 months round trip between OC & KCC $450

Office Supplies consumables = $500.00

Supplies/indirect costs, e.g., utilities, etc. in-kind = approx. $ 500.00

Implementation

Information Technology (IT) Solutions – See “Personnel.”

Awareness & Advertising

Webpage development, electronic marketing and admissions brochure development and printing = $4,000

This would include development of a specific web site available to veterans who apply

Admissions Recruiter training and support = $3,450.

TOTAL BUDGET REQUEST: $49,900.

Budget Detail Narrative

**Implementation Plan:**

October 12

Any OC courses that are part of the three targeted career areas are confirmed as compliant with the OC 2016 syllabus policy to include measureable outcomes.10% of Grant Product

Grant Website Established

How Measured:

Number/percentage of courses compliant by career area reported

Website available

One Week After Grant Award

Grant working committee formed

How Measured:

Committee member names available

November 21

Each OCC and KCC department housing a targeted major completes a rubric comparison with an ACE/JST or AU transcript selected in conjunction with their chair designee. Analysis and any necessary revisions made.

10% of Grant Product.

How Measured:

Results posted on website.

November 9

Rubric template completed for use in comparing selected OC and KCC course outcomes with ACE approved JST outcomes. AU courses will also be considered. Pilot assessment completed for one OC course in one target career major. Pilot also completed for one KCC based nursing course. 10% of Grant Product.

How Measured:

Template available. Pilots completed with any recommendations submitted.

January 11, 2019

Department chairs/designees complete rubric match of relevant OC classes within each career area to relevant ACE approved JST or AU classes by branch of service. KCC completes rubric match of nursing courses leading to their RN certificate.

How Measured:

Results posted to website.

FFebruary 8

Electronic path created to share results with OC of the KCC, ACE/JST or AU assessments for the LPN to RN curriculum. Pilot completed.

15% of Grant Product.

Grant Website Established

How Measured:

Results available on website.

March 7

Initiate assessment process for any eligible veteran applicant to the KCC/OC health sciences – BSN nursing or other target career areas at OC.

How Measured:

Two or more veteran eligible applications or simulated applications processed.

March 1

Electronic path created for sharing of AU or ACE approved JST courses and OC target career areas within OC.

10% of Grant Product.

How Measured:

Path available on updated website.

April 5

MVAA technical assistance/feedback completed for the funded grant focus areas.

How Measured:

MVAA response OC/KCC grant website.

March 22

Report sent to MVAA detailing the IT process development thus far. Technical assistance requested as necessary for further refinement/development within OC and between OC/KCC.

10% of Grant Product.

How Measured:

Report posted to MVAA on OC/KCC grant website.

May 17

Implement all funded grant areas as eligible applicants apply and matriculate.

15% of Grant Product.

How Measured:

Results of applicant and enrollees reported on OC/KCC grant website.

April 19

Confirm existing equivalency grant program plan and incorporate necessary adjustments. Present plan for sustainment of equivalency system.

15% of Grant Product.

How Measured:

Sustainment initiatives verified on OC/KCC grant website.

August 16

Replication plan created.

5% of Grant Product

How Measured:

Replication plan for 2019/2020 posted to MVAA on OC/KCC grant website.

September 14

Final work product submitted to MVAA. Replication plan for expansion into other OC content areas implemented.

How Measured:

MVAA final evaluation template posted on OC/KCC grant website.

Sustainment

As new courses are approved for the career areas used in this process, an equivalency rubric will be completed by the relevant department chair/designee. From time to time a course in one of the existing career areas may have a revision in one or more outcomes. When such a revision occurs, it will be reflected in an updated equivalency rubric used for ACE/JST or AU comparison.

In addition, the Business Department will pursue outside source funding through insurance societies and foundations. Note: The Michigan Insurance Hall of Fame is located at OC. This funding would be dedicated toward the inclusion of other majors/concentrations within the career target area of business.

Replication

Olivet College could enter our work product specific to our funded into the MVAA website. We could also maintain the rubrics and their equivalences on our grant website.