**Title**: Recognition of Acquired Competencies system

**Date**: 2017-08-11

**Time**: 8:00am – 9:00am

**Subject**: Development of the RAC system for Alain Beauparlant

**Meeting** **Parties**:

* Students
* Client
* Project supervisor

**Attendees**:

* Zackary Bridge – Student
* Alex Stewart – Student
* Louis Thibodeau – Student
* Amirreza Yadollahibastani – Student
* Martin Lurette – Student
* Cody Bérube – Student
* Jeremy Clarke – Student
* Alexander Beeftink – Student
* Thomas Plouffe – Student
* Maxwell Haley – Student
* Andrew Ha – Student
* Philip Dumaresq – Student / Scribe
* Richard Chan – Project supervisor
* Allan McDonald – Project supervisor
* Alain Beauparlant – Client

**No** **Shows**:

* Guillaume Mercier – Student
* Sereil-Vann Phlek – Student – Late
* Brae Walker – Student – Late
* Isaac Mills – Student – Late
* Troy McLean – Student – Late

**Items** **Discussed**:

* Purpose of the RAC system
* The point of this system is to establish a relationship with the candidate at a technical level so that they can determine their suitability for RAC.
* Competencies, course information, etc., are all pulled from the Clara database.
* Who the content specialist is – Anybody that Alain knows is an expert on this.
* At the beginning of the process, the candidate is not enrolled in the college
* Once going through this system, then they can enroll in the college
* Workflow of the 6 steps the system goes through:

1. Candidate makes profile online and
2. Candidate fills in their evaluation of competencies and submits files for application such as resume or previous contracts
3. Alain gets notified and verifies evaluation and files submitted
4. Alain will reach out to a content specialist and ask them to look over the files and they will recommend a course of action
5. Alain will fill out a sheet recommending a RAC, EQ or SU for the credit
   1. RAC – Recognition of acquired competencies
      1. This is applied for if the credit was gathered in the workplace without formal education
   2. EQ – Equivalency
      1. This is for formal credits earned that are equivalent to what the student is aiming for
   3. SU – Substitution
      1. To replace formal credits earned with proper credits
6. Alain will return this information to the candidate and give them a formal progression chart

**Decisions**:

* System must be mobile responsive
* System must have a look and feel similar to Heritage
* Must work on IE for Alain
* Alain should be able to delete old candidates
* New candidates can make profiles from home
* Required profile information: Name, phone number, email, address, if they’re a previous CEGEP student, and their previous student ID.

**Actions**:

* Find out if the code for the original system still exists, even if it’s offline – get an idea of the original functionality of the system.

**Follow** **up**:

* Alain will meet with us again Monday September 25th at 8:00am.

**Title**: Marking and Evaluations System

**Date**: 2017-08-11

**Time**: 10:00am – 11:00am

**Subject**: Development of the Marking and Evaluations System

**Meeting** **Parties**:

* Students
* Client
* Project supervisor

**Attendees**:

* Zackary Bridge – Student
* Alex Stewart – Student
* Louis Thibodeau – Student
* Amirreza Yadollahibastani – Student
* Martin Lurette – Student
* Cody Bérube – Student
* Jeremy Clarke – Student
* Alexander Beeftink – Student
* Thomas Plouffe – Student
* Maxwell Haley – Student
* Andrew Ha – Student
* Sereil-Vann Phlek – Student
* Brae Walker – Student
* Isaac Mills – Student
* Troy McLean – Student
* Philip Dumaresq – Student / Scribe
* Richard Chan – Project supervisor
* Allan McDonald – Client

**No** **Shows**:

* Guillaume Mercier – Student

**Items** **Discussed**:

* The purpose of this system is for teachers to be able to create and view rubrics for courses.
* The teacher can use that rubric for one of their courses and they can mark a student in that course.
* The teacher can also set up the rubric for peer evaluation so they give X students access to mark Y student.
* The teacher can set up the rubric for self-evaluations so that students can mark themselves.
* The system should have some sort of statistical tools built into it.
* What format the accessing of each rubric should be in.
* If the rubrics should be able to be modified after submitting it
* All the data for courses and students in each course can come out of Clara
* Teachers can only see marks THEY’VE given and marks for the students in the courses they teach.
* Digested marks so that you’re only getting data for a specific row or column
* Notifications for the system
* Status of who has marked what
* Sharing rubrics with other teachers
* Email teachers with marking they need to do

**Actions**:

**Decisions**:

* 3 Different types of rubrics
  + Fixed numbers
  + Ranges
  + Checkbox rubric
* Teacher can create rubric for a course
* Teacher can assign other users to mark a student given a rubric
* Teacher can set start/end dates/times for when a rubric should open/close
* The System will walk you through the process of creating a rubric when you do it
* The system will tally up all of the marks at the end of the marking
* The system should only make marks available to the student once the teacher has approved the marks.
* The rubric should go through a vetting process to remove inappropriate comments or outliers.
* The system MUST be mobile friendly.
* A teacher should be able to assess/mark the quality of the assessments done by students.
* A rubric can have rows/columns that only the teacher can see that students don’t evaluate
* Student can only see their marks from other students once it’s been approved by a teacher.

**Follow** **Up**:

* Schedule follow up meeting with Allan