

# Administrator perspective

*note: for all of these processes there may be an IT owner as well as a business owner.*

- Manage curriculum
- Manage Faculty Appointments
- Manage enrollments
- Scheduling
- Manage evaluations
- Manage credentialing
- Manage IP around instructional materials (do we keep this?)

## Manage curriculum

- Manage market analysis (deciding on programs/courses based on market needs eg internationalization)
- Manage workflows and approvals
- Manage programs, courses, degree/certification requirements, prerequisites, corequisites
- Manage academic calendar
- Manage publications (Print, web)
- Manage archiving
- Manage institutional/professional competencies
- Manage external relationships (e.g., accreditation, articulation)
- Manage course/material evaluation
- Manage credentials and credential approval

### Information

Course catalogue (courses and programs) P  
Course evaluations (C)  
Academic Calendar (P)  
Market analytics (C)  
Transcripts/Degree (P)  
Academic rules and policies (P)  
Competencies (P/C)  
Articulation Agreements (P)  
Accreditor Info ( C )  
Organizational/Academic Hierarchy (P)

## Manage Faculty Appointments

- Manage teaching loads (contact hours)
- Manage competencies and training (including training on instructional tools)
- Manage scheduling
- Manage reviews (student evaluations, peer evaluations)
- Manage tenure reviews, promotion (HR resources management may be a leveraged enterprise capability)

### Information

Competencies ( C )  
Job classifications (P+C)  
Instructor profile ( C ) (e.g., CV) (includes evidence of training)  
Reviews (Peer and student) (C+P)  
Schedule ( C )

## Manage enrollments

- Manage admissions (direct entry into programs from outside)
- Manage program enrollment (academic career: majors, minors)
- Manage course registrations
- Managing registration controls
- Waitlisting

### Information

Student Academic Career ( C )  
Academic rules (pre-reqs, degree rules etc) ( C )  
Student Identifier ( C )  
Enrollment record ( P )  
External transcript ( C )  
Internal transcript (P)  
Waitlist ( P )  
Enrollment controls (P)

## Scheduling

- Schedule classes
- Schedule resources
- Schedule instructors and support (TA)
- Schedule learning contexts (classroom, etc.)\*

- Managing educational technologies (including synchronizing enrollment data)
- Optimize resource usage
- Publish schedule

#### **Information**

Physical Facilities inventory ( C ) (buildings, labs, lecture halls)

Academic calendar ( C )

Instructor catalog ( C )

Schedule of classes ( P )

Standard meeting patterns ( C )

Catalog of educational technologies ( C )

#### **Manage evaluations**

- Grade collection
- Assess and publish progression (through program)
- Manage external evaluations (coop, work-study)
- Manage degree audit

#### **Information**

Outcomes (grades) ( C )

Student degree plan ( C )

Academic policy ( C )

Transcript ( P )

#### **Manage credentialing**

- Degree audit (has student completed requirements)
- Manage convocation
- Evidencing of credentials (printing, badging etc)

#### **Information**

Degree rules (not restricted to traditional degrees...could be 5 sections of MOOC) ( C )

Transcript ( C )

Student degree plan ( C )

Academic policy ( C )

Credential ( P )

Completion analytics ( P )

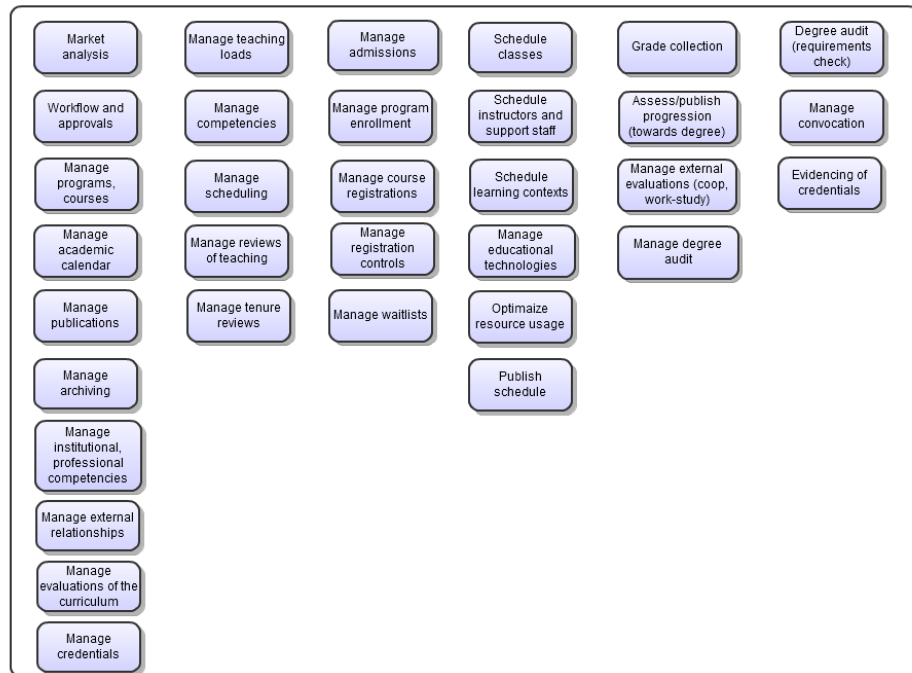
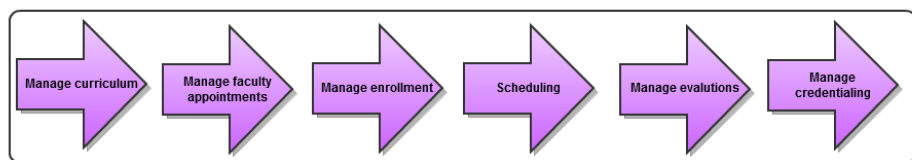
#### **Manage IP around instructional materials (do we keep this?)**

Commercialization of instructional products (eg LMS, tools, OCW)

# ITANA Reference Architecture for Teaching and Learning

## Administrator capability map (draft)

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### Information layer

