



CAPTURING THE KNOWLEDGE

UBC'S INTERNATIONAL ADMISSIONS DATABASE

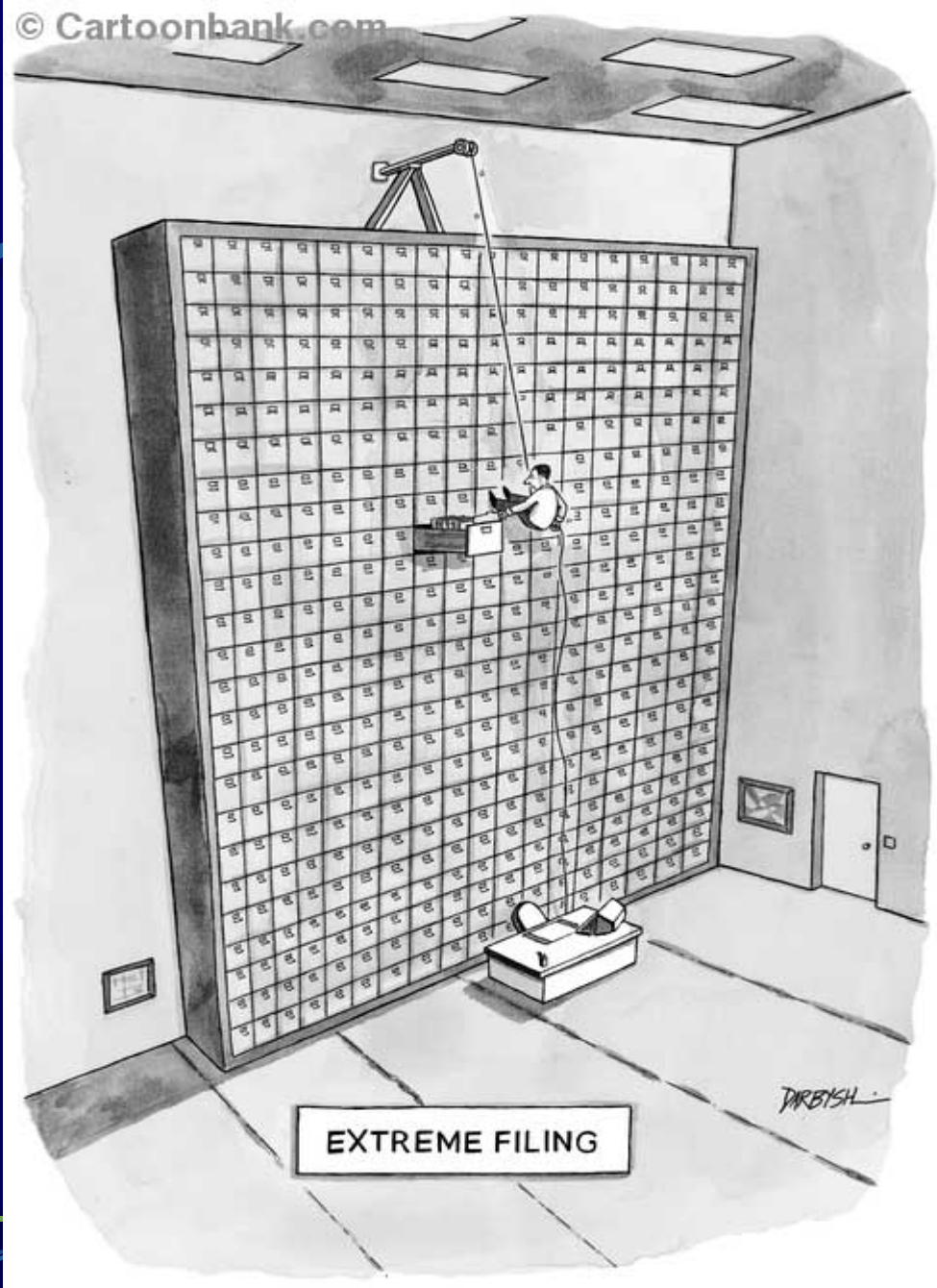
ARUCC, Montréal

June 27-29, 2006



Presenters

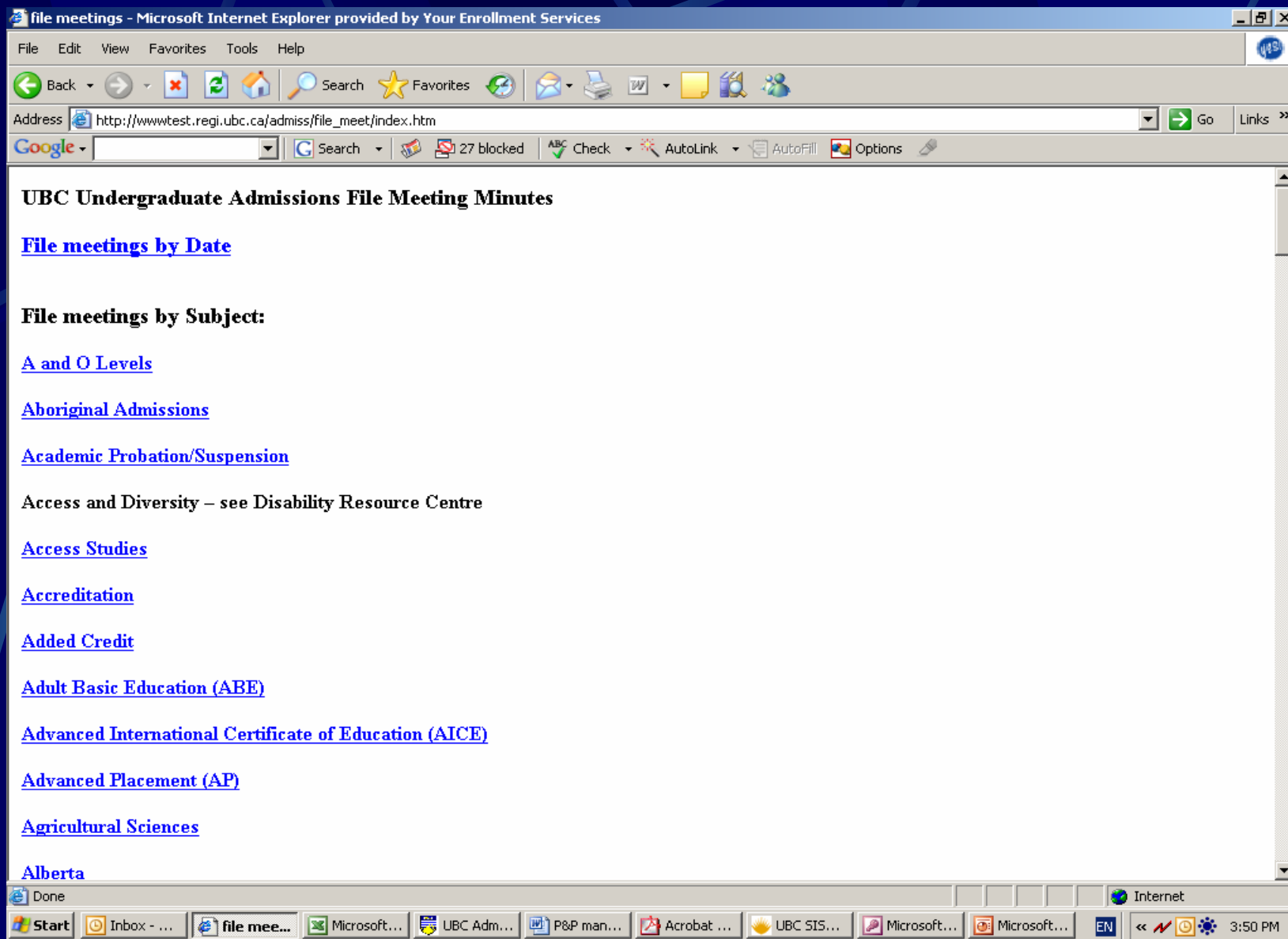
- Rosalie Vlaar
Assistant Registrar, International
- Tanis Huckell
International Research & Admissions Officer
- Carina Brongers
International Research & Admissions Officer



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- Outdated and incomplete information (e.g. File Meeting Minutes)



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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Tab

Address http://wwwtest.regi.ubc.ca/admiss/file_meet/A%20&%20O%20Levels.htm Go Links >>

Google Search 27 blocked Check AutoLink AutoFill Options

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)

Done Internet

Start Inbox - ... A & O Le... Microsoft... UBC Adm... P&P man... Acrobat ... UBC SIS... Microsoft... Microsoft... EN << >> 3:52 PM

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

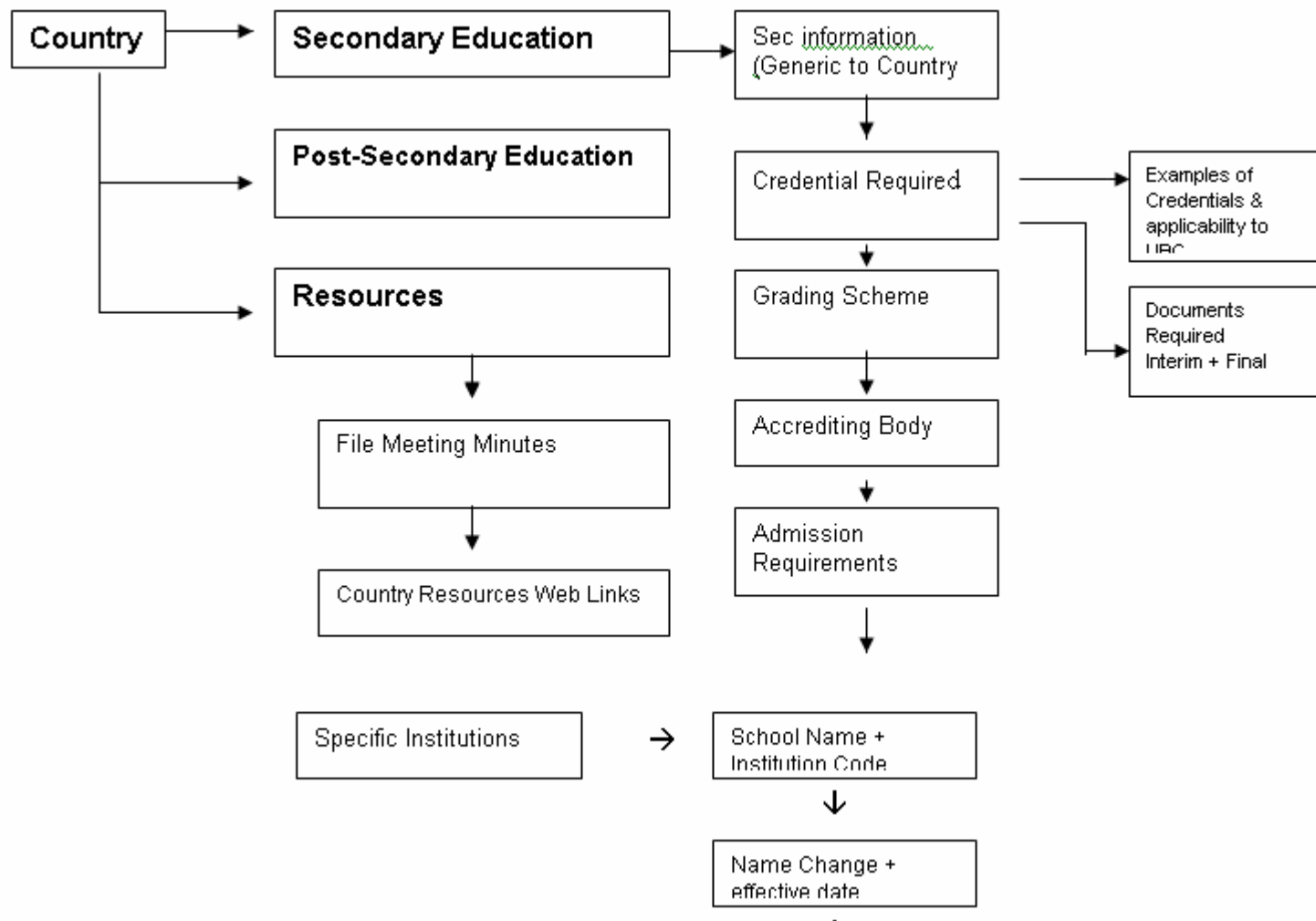
- In-house Student Information System
- Resources to support
- Development time
- Security
- Concerns about overlap and inconsistency
- Ability to effectively search for or sort data

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

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

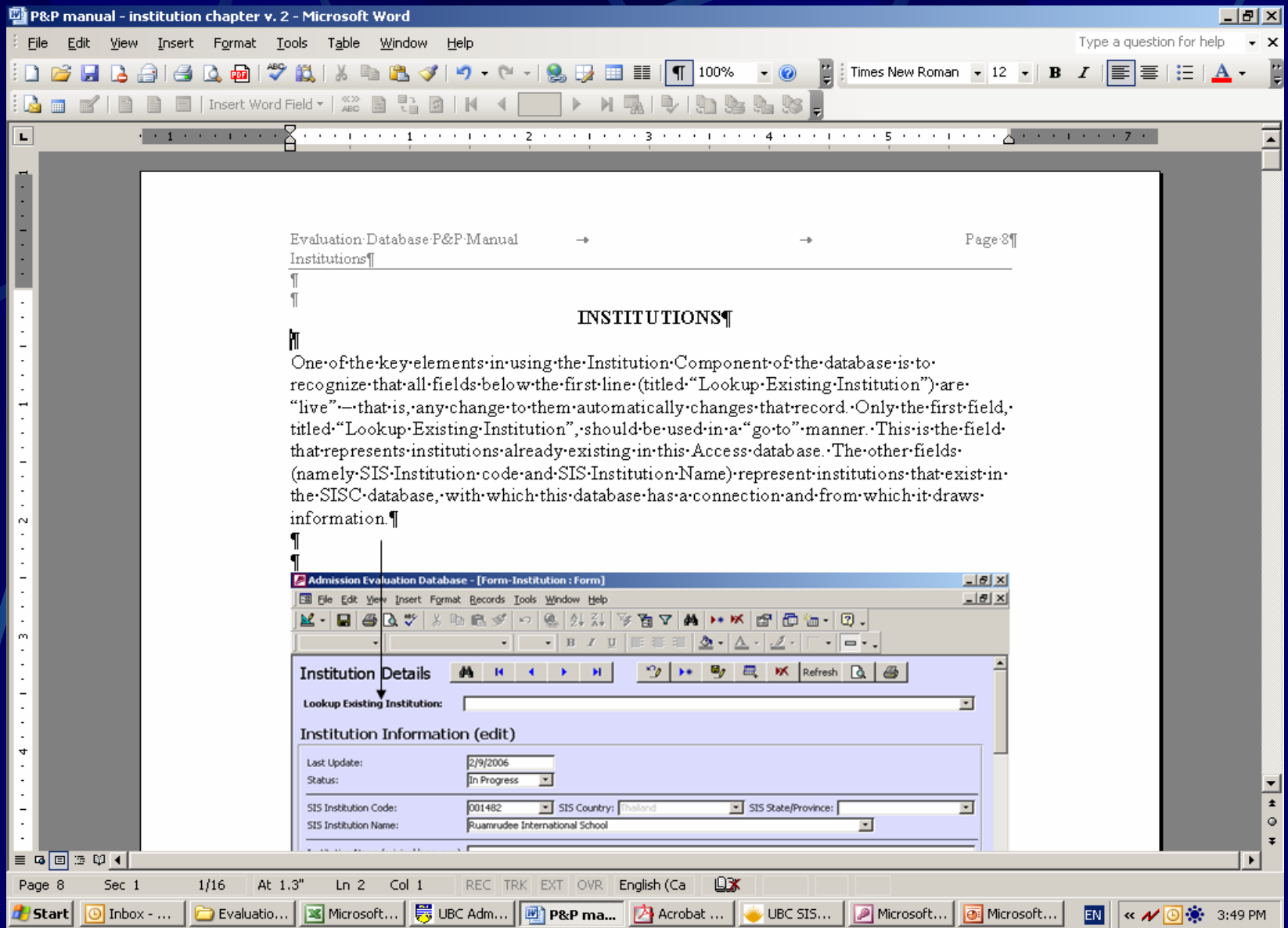
Technical Support & Communication

- 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



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

