An Evaluator’s Primer

Awarding Credit for Military Training and Experience

Cynthia Bruce
Director, Military Evaluations

Nevada’s WICHE-Facilitated Meeting
Reno, NV
June 2, 2009

Serving Those Who Serve
Goals

- 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).
Program Evaluations

- Military Programs
- Corporate Programs (CREDIT)
• The Military Evaluations Program provides institutions with a basis for recognizing military educational experiences in terms of civilian academic credit.

• Since the early 40s, MEP has reviewed and made credit recommendations for thousands of college-level courses offered by the military services.

• Since 1974, MEP began evaluation of military occupational specialties as well.
2008 Fiscal Year

- 35 installation visits
- 1,200 courses
- 25 occupations
- 150 teaching faculty members
- 3,400 semester hours in the lower division
- 900 semester hours in the upper division
- 300 semester hours in the graduate division
Course Evaluations

• 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.
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
Program Evaluation Activities

- Evaluate formal courses and occupational specialties
- Publish course and occupation descriptions and academic credit recommendations
- Transcript and registry services
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
Reflections or Questions?

On to the Evaluation Process
Evaluator Representation

- Accrediting agencies
- Types of institutions
### Nevada Active Evaluators

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>MilProg</th>
<th>CREDIT</th>
<th>MIVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Patrick W. Carlton</td>
<td>University of Nevada, Las Vegas</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Paul B Davis</td>
<td>Truckee Meadows Community College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Christine Gibbs Springer</td>
<td>University of Nevada, Las Vegas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
Review Committees

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
Military Course Evaluations: The General 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
Sample Course Team Consensus Sheet (TCS) - Military

**Branch:** U.S. Navy

**Course TCS Sample**

<table>
<thead>
<tr>
<th>Branch</th>
<th>U.S. Navy</th>
</tr>
</thead>
</table>

**Course Information:**

<table>
<thead>
<tr>
<th>[ ] New Course</th>
<th>[ ] Revised Course</th>
<th>ACE ID: NV-1716-8134</th>
<th>Similar to:</th>
</tr>
</thead>
</table>

**Title:** Blasting & Quarry Operations

**Course Number:** A-730-0019

**Preparation 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.

**Instructional Methods and Topics Covered:**

- [ ] Audio Visual Materials
- [ ] Practical Exercises
- [ ] Discussion
- [ ] Case Studies
- [ ] Learner Presentations
- [ ] Classroom Exercise
- [ ] Laboratory
- [ ] Lecture
- [ ] 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

When credit is not recommended, use the following codes:

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></td>
</tr>
<tr>
<td>[ ] Lower Division Baccalaureate/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 Baccalaureate</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:**

<table>
<thead>
<tr>
<th>Dr. Red</th>
</tr>
</thead>
</table>

**Prepared by:**

<table>
<thead>
<tr>
<th>Dr. Red</th>
</tr>
</thead>
</table>

**Evaluation Location:**

Port Hueneme, CA

**Date of Evaluation:** 5/05/07
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%
# Military Occupation Evaluations: Team Consensus Sheet (TCS)

## MILITARY PROGRAMS
### TEAM CONSENSUS SHEET - MARINE MOS

<table>
<thead>
<tr>
<th>Exhibit Number:</th>
<th>Exhibit Date:</th>
<th>This section will be populated for you. However, if you find an error, please advise the ACE Representative(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Field:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exhibit Date Notes:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pertinent</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-7</td>
<td>Private (PVT)</td>
<td></td>
</tr>
<tr>
<td>E-2</td>
<td>Private First Class (PFC)</td>
<td></td>
</tr>
<tr>
<td>E-3</td>
<td>Lance Corporal (LCPL)</td>
<td></td>
</tr>
<tr>
<td>E-4</td>
<td>Corporal (CPL)</td>
<td></td>
</tr>
<tr>
<td>E-4</td>
<td>Sergeant (SGT)</td>
<td></td>
</tr>
<tr>
<td>E-5</td>
<td>Staff Sergeant (SSGT)</td>
<td></td>
</tr>
<tr>
<td>E-6</td>
<td>Gunnery Sergeant (GYSGT)</td>
<td></td>
</tr>
<tr>
<td>E-8</td>
<td>Master Gunnery Sergeant (MGYSGT)</td>
<td></td>
</tr>
</tbody>
</table>

### Career Pattern

*This section is typically populated for your review. It will be a brief overview or snapshot of the career field.*

### Summary

For each credit recommendation area, indicate the amount of credit at the lower division (LOW) or upper division (UP). Remember, this is hierarchical. So, if you give skill level 10 a credit recommendation of 1SH in computer applications, then that carries across to the highest level. However, it is possible to increase at the various levels. For example, skill level 30 demonstrates 25H and skill level 40 and skill level 50 demonstrate a full 3SH.

### Credit Recommendation in:

<table>
<thead>
<tr>
<th>Skill Level</th>
<th>10</th>
<th>20</th>
<th>30</th>
<th>40</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>UP</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

### For Example:

- **Computer Applications**: 1 1 1 1 1
- **IT Customer Service**: 1 1 2 3 3
- **Network Design**: 2 2 3 3
- **Supervision**: 3 3 3
- **Network System Administration**: 3 3 3
- **Managerial Leadership**: 3 3

### TOTAL:

| 2 | 0 | 2 | 2 | 6 | 5 | 7 | 9 | 7 | 9 |

### Evaluators:

All members of the occupation review team must agree with the credit recommendations, related competencies, and any team sheet notations. Signatures will be required.

### Prepared By:

**Date of Evaluation:**

**Site:**

---

25
Military Evaluations: Related Competencies

- Aligned with each of the credit recommendation subject areas
- Displayed in Military Guide Online
- Implemented in October 2006
**Sample Exhibits**

**Occupation Exhibit**

**MCE-0629-001**

**RADIO CHIEF**

0629

**Exhibit Dates:** 6/98–Present.

**Occupational Field:** 06 - Communications.

**Career Pattern**


**Description**

Radio chiefs supervise the installation and operation of fixed and field radio stations, microwave stations, and visual signalling stations. They prepare and execute radio communication plans vital to successful amphibious deployments with regard to highly mobile and reliable communications. Additionally, radio chiefs develop a systems approach toward communications, understanding wire and data communication equipment capabilities and systems integration. They also manage and mentor their subordinates, prepare reports and presentations, and supervise operations.

**Related Competencies**

**Telecommunications** topics include digital, microwave, tactical, and communication satellites; fiber optics; RF communication; terrestrial equipment; and transmitters, receivers, and antennas (set-up, operation, troubleshooting, and management). **Supervision** topics include counseling, evaluation and performance appraisal, mentoring, organizational staffing, planning, rewards motivation, and supervisory reports. **Business communications** topics include electronic messages, interpersonal communication, multimedia presentations, oral communication techniques, persuasive writing, presentation skills, report writing, and small group interaction.

**Recommendation**

**SSGT:** In the lower-division baccalaureate/associate degree category, 3 semester hours in telecommunications and 3 in business communications. In the upper-division baccalaureate category, 3 semester hours in supervision (3/07)/(3/07).

**GYSGT:** In the lower-division baccalaureate/associate degree category, 3 semester hours in telecommunications and 3 in business communications. In the upper-division baccalaureate category, 3 semester hours in supervision (3/07) (3/07).
Content, scope, and rigor must be at the postsecondary level.
Evaluative Criteria

- Course content
- Learning outcomes
- Depth and breadth of material
- Level of difficulty
- Applicability to postsecondary programs
- Evaluative instruments
- Outside assignments
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
After the Review

• Internal review

• Final reports within 30 days

• Exhibits uploaded to database
Credit Recommendation Life

Military: Courses

• POI updates

• No more than 10 years

• Re-reviews included as part of DoD contract

Military: Occupations

• No more than 10 years

• Trends of realignment, merges, job-task structures
Reflections or Questions?

On to Transcripts

Serving Those Who Serve

American Council on Education
Military Programs
## 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>2007</td>
<td>239,613</td>
<td>98,873</td>
<td>7,575</td>
</tr>
<tr>
<td>2008</td>
<td>217,913</td>
<td>105,799</td>
<td>7,963</td>
</tr>
<tr>
<td>AARTS</td>
<td>SMART</td>
<td>ACE Corporate</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Central Texas College</td>
<td>University of Phoenix</td>
<td>Thomas Edison State College</td>
<td></td>
</tr>
<tr>
<td>University of Phoenix</td>
<td>American Intercontinental University</td>
<td>Excelsior College</td>
<td></td>
</tr>
<tr>
<td>University of Maryland University College/Europe/Asia</td>
<td>Coastline Community College</td>
<td>University of Maryland University College</td>
<td></td>
</tr>
<tr>
<td>American Military University</td>
<td>Excelsior College</td>
<td>Community College of the Air Force</td>
<td></td>
</tr>
<tr>
<td>North Central Institute</td>
<td>Colorado Technical University Online</td>
<td>University of Phoenix</td>
<td></td>
</tr>
<tr>
<td>Troy University</td>
<td>American Military University (Manassas)</td>
<td>Embry-Riddle Aeronautical University</td>
<td></td>
</tr>
<tr>
<td>Excelsior College</td>
<td>Thomas Edison State College</td>
<td>American Registry for Diagnostic Medical Sonography</td>
<td></td>
</tr>
<tr>
<td>American Intercontinental University Online</td>
<td>University of Maryland University College</td>
<td>Ashford University</td>
<td></td>
</tr>
<tr>
<td>Grantham University</td>
<td>Park University (Main Campus)</td>
<td>Walden University</td>
<td></td>
</tr>
<tr>
<td>Pierce College</td>
<td>Ashford University</td>
<td>Michigan Technological University</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2008: Top 10 Transcript List**
Updated Daily

- 1954 to 1989
- The last printed Guide 2006
The Military Guide on CD

• Newest version on CD is October 2008
Military Transcripts: AARTS, SMART, and CGI

LASTNAME, FIRSTNAME M 777-77-7777

SAH/ORM/ACE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

**INDIVIDUAL COPY**

TRANSCRIPT SET FOR LASTNAME, FIRSTNAME M

Course: Data Management (Data Management) ACE Identifier: NY-2358-0264
Date Taken: 08-DEC-1985 Military Course ID: X-777-777
Description: To familiarize students with data management techniques and prepare them for further advanced training in specialized Navy occupations. ACE Credit Recommendation: In the lower-division baccalaureate/associate-degree category, 3 semester hours in personal information management, 1 in personal information management, and 1 in data management (0021). Course: Dayton Air Force Base: (Dayton, Ohio: AFIT-DN/MI-96-63) ACE Identifier: NY-773-0377 Military Course ID: C-0003-03
Date Taken: 11-FEB-1986 to 24-FEB-1986 Description: To train personnel in aviation fundamentals of fundamentals. ACE Credit Recommendation: In the lower-division baccalaureate/associate-degree category, 3 semester hours in aviation fundamentals or maintenance technician (255). Course: Aviation Support Equipment Technician (Mechanics), Class A ACE Identifier: NY-770-0240
Date Taken: 11-FEB-1986 to 24-FEB-1986 Description: To train personnel in aviation mechanics and fundamentals. ACE Credit Recommendation: In the lower-division baccalaureate/associate-degree category, 3 semester hours in aviation mechanics or maintenance technician (255). Course: Data Management (Data Management) ACE Identifier: NY-2358-0264
Date Taken: 08-DEC-1985 Military Course ID: X-777-777
Description: To familiarize students with data management techniques and prepare them for further advanced training in specialized Navy occupations. ACE Credit Recommendation: In the lower-division baccalaureate/associate-degree category, 3 semester hours in personal information management, 1 in personal information management, and 1 in data management (0021).
ACE Transcript

- Recognized by colleges/universities, state credentialing authorities, and employment agencies
- Learners can maintain their own accounts online

www.acenet.edu/transcripts
Example CREDIT Exhibits

- SkillSoft (SmartForce)
- Learning Tree International
- FAA
- Delta Airlines
- Foreign Service Institute
- Defense Language Institute
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
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.

Quick Links

- Home Page (Military Programs)
- ACE CREDIT Transcript
- Air Force Transcript (CCAF) Website
- Army Transcript (AARTS) Website
- Coast Guard Transcript (CGI) Website
- Navy/Marine Transcript (COAST) 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

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 access to presentation materials
- Examples of transcripts
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