Orientation FAQ's

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SPEEDE Committee Orientation FAQ's

1. **How do you feel my skills and experience can best be utilized to contribute toward the AACRAO SPEEDE Committee?**

    The AACRAO SPEEDE Committee is made up of members with both functional and technical skill sets. The Committee strives to keep a balance between the two. Anyone with experience and understanding of EDI/XML or an understanding of the need for standards to govern its development is a strong candidate and would be a valued member of the Committee. This is a volunteer based group, so the tasks that are done are done voluntarily and with full support of the Committee.

2. **How does the AACRAO SPEEDE Committee collaborate with similar organizations on a local, regional, or national level?**

    The AACRAO SPEEDE Committee collaborates with the Postsecondary Electronic Standards Council (PESC) and does work within PESC to build standards that will benefit the AACRAO Community. As part of the Committee's role in the development of standards, it often deals with a multitude of vendors across the higher education landscape on issues that affects everyone. In the end, it is the Committee's involvement and dedication to the standards that establishes the AACRAO SPEEDE Committee as the voice of reason and authority in understanding issues that may arise from interpretations of the standards.

    As examples of these collaborative efforts, the Committee has worked with the National Student Clearinghouse on the PESC XML Standards for the request, and response to that request, for a student transcript. The Committee has also collaborated with the Schools Interoperability Framework Association (SIFA) in the development of the PESC Standard for the XML High School Transcript.

3. **What are the main obstacles that inhibit the fulfillment of AACRAO SPEEDE's mission?**

    Time is the biggest obstacle. The Committee sets up goals, objectives and works diligently towards them. At times, it may seem we are no closer to completion than when we first started, but in the end, it is the due diligence that pays off as we offer new resources for the betterment of the community.

AACRAO SPEEDE Committee creates a quarterly executive summary for the AACRAO Office to highlight our activities and accomplishments. Robin Greene creates the summary and the Committee reviews and approves before it is sent. We include relevant case studies to our presentations to spark more conversation about standards implementation. In regards to brand/image recognition the Committee has updated all power point templates to be consistent color schemes with SPEEDE and AACRAO logos in addition to ensuring we always use AACRAO in conjunction with SPEEDE Committee in both written and oral communication. These efforts aimed at opening lines of communication and raising awareness in the AACRAO Community about AACRAO SPEEDE Committee's critical role in promoting, developing, maintaining and supporting the implementation of electronic standards in the educational arena.

4. **How are you planning to overcome these obstacles?**

The continued commitment of the members of the Committee helps move the overall projects forward, even though it seems slower than we would like. In addition, we always hope to benefit from the new skills and talents that result when new members join the Committee. It frequently brings new perspectives on how to promote the electronic exchanges of student information.

5. **What are the goals, needs, and results of the AACRAO SPEEDE Committee?**

The chair of the Committee is charged with updating the Committee goals as needed. They are posted on the SPEEDE page of the AACRAO website. Most of our goals are long term and not normally associated with any given year.

The results are published every two months to members of the SPEEDE Community on the SPEEDE-L list serve, as well as on the SPEEDE page on the AACRAO web site.

The AACRAO SPEEDE Committee Executive summary is produced quarterly and distributed to the AACRAO Office.

6. **To what degree have you attracted new people and new ideas to the AACRAO SPEEDE Committee?**

This is a volunteer based Committee. All volunteers who wish to serve on AACRAO Committees are appointed for one year terms, with an understanding that re-appointments are normally possible to a maximum of three one-year terms.

The SPEEDE Committee is unique because the skills needed to serve productively on the Committee are acquired over time. It is quite normal for a typical new member on the Committee to need at least a year to become familiar with the different projects in which the Committee members are involved. This includes familiarization with the EDI and XML Standards, and the role the Committee plays in promoting these standards to the AACRAO Community.

Generally members of most AACRAO Committees serve a maximum of three years; it is not uncommon for a member of the SPEEDE Committee to serve four or more years. Since there are a finite number of members on the Committee at any time, this does tend to limit the possibility of many new members each year. However, normal turnover on the Committee typically results in two or more new Committee members each year.

Each new Committee member brings new ideas, typically from new schools from new parts of the North American continent.

In addition to the new ideas coming from new committee members, there are other opportunities for others to present new ideas and make suggestions for new projects and new ideas for existing SPEEDE projects:

a. PESC workgroups and member meetings generate new ideas and questions and suggestions about existing projects;

b. The SPEEDE-L list serve is monitored by members of the SPEEDE Committee and it also generates new ideas and issues;

c. Program sessions that are presented by SPEEDE members and other sessions that are of interest to the SPEEDE community frequently result in questions and ideas relating to current and proposed SPEEDE projects;

d. Changes in technology also result in ideas for improving the standards created by the SPEEDE Committee, as well as how these standards are implemented.

7.   How are travel and events funded?

Request for funding of Committee travel should be completed by the AACRAO SPEEDE Committee Chair or Vice-Chair, and pre-approved by the AACRAO Vice-President for Information Technology. Committee members are reimbursed for travel expenses when the Committee meets in person, typically one day prior to, or immediately after, the AACRAO Annual Meeting in the spring and the AACRAO Technology Conference in the summer.

Travel for Postsecondary Electronic Standards Council (PESC) Data Summit Meetings (spring and fall) are funded by different sources. The AACRAO SPEEDE Chair will typically seek funding approval from the AACRAO Vice-President for Information Technology first. Other funding may be available if not by AACRAO and will be announced by the PESC CEO to the AACRAO SPEEDE Chair.

Travel reimbursement includes airfare and/or mileage, lodging (Committee members are expected to share a room) and a per diem for meals and incidentals. Members who choose not to share a room will be reimbursed for 50% of lodging expenses. Travel reimbursement forms and instructions are provided by the funding source to the Committee Chair.

8. **Do you see this group as aggressive change agents for higher education or does it simply document suggested standards and leave it to others to determine if they will follow the recommended guidelines?**

We develop the standards, deal with issues regarding the standards and speak in terms of the standards and our affiliation with AACRAO SPEEDE. We are not aggressive agents of change nor are we complacent about the standards. In the end, we are a resource and work towards the betterment of the higher education through the establishment of standards that are both functional and sensible.

9. **What is the general time commitment for participation? Are there regular meetings and other planned events throughout the year?**

The Committee has a weekly one-hour conference call that is accessed by a toll-free number. Committee members are sometimes assigned additional tasks on these calls that require some additional time on their own.

Each Committee member is also expected to attend the AACRAO Annual Meeting where all AACRAO Committees meet. Committee members are frequently encouraged to participate in program sessions at this conference. Committee members in attendance (at their institution's expense) at the Annual Meeting are normally encouraged to extend their stay, at AACRAO expense, for an additional day for an AACRAO SPEEDE Committee meeting.

Each Committee member is also encouraged to attend the annual AACRAO Technology Conference and most AACRAO SPEEDE Committee members participate in a program presentation at this conference.

Since PESC is the standard setting body for higher education in the US and Canada, all Committee members are also encouraged to participate in some manner with PESC. This usually involves being a member of a PESC Workgroup that develops new XML standards, or updates existing standards. Each PESC Workgroup conducts regular one-hour conference calls. These calls range from weekly for workgroups working on new standards, to monthly or less frequently for Workgroups maintaining existing standards.

Those Committee members that are active with a PESC Workgroup are sometimes funded by AACRAO, PESC, DOE, or other related groups when funds are available, to attend PESC Workgroup Summits, currently scheduled twice a year for one or two days.

10. **Where is your electronic information posted and do I need a password to actively participate in any of the responsibilities I would have as a member?**

Information is posted on the AACRAO web site at http://www.aacrao.org/About-AACRAO/committees/speede.aspx/. There is also a link there to information about the free Internet SPEEDE Server hosted by the University of Texas at Austin.

Information more specific to the PESC XML Standards and existing EDI Standards are available at http://www.pesc.org/

No passwords are required to access information from either site.

11. **Do you have a list of helpful resources?**

Most of these resources are posted on the SPEEDE page on the AACRAO web site, and some information is posted at PESC with links from AACRAO to PESC.

12. **Where is your contact list for committee members?**

The current list of AACRAO SPEEDE Committee members is available at http://www.aacrao.org/About-AACRAO/committees.aspx/ then click on the current year, then on SPEEDE Committee under Group VI. This list only gives the names and institutions of the members. If you click on a name, it will take you to the Member Guide On-Line and you can then access contact information.

Alternatively, click http://www.aacrao.org/About-AACRAO/committees/speede.aspx and choose the most recent update and that includes the current members of the committee with contact information. To contact the SPEEDE Committee members as a group you may send an email to speede@AACRAO.org.

13. **Are there different duties assigned to each committee member or does it vary depending on the project or tasks at hand?**

Some members have specific duties to which they are elected or assigned, just as with other committees: chair, vice-chair, web master, secretary, program coordinator. However, other various projects may require the expertise of a specific member or sub-set of members and an ad hoc subcommittee may be formed.

Any Committee member may also participate in the various workgroups and committees of PESC. All AACRAO SPEEDE Committee members are encouraged to have their institutions join PESC.

14. How do I volunteer to join the AACRAO SPEEDE Committee?

Information about all AACRAO committees and instructions for volunteering are on the AACRAO web site at http://www.aacrao.org/About-AACRAO/committees.aspx/. The form which must be submitted is also located on that same web page.