ProgressIQ: TAMCOM and API Agreement

Academic Progress Intelligence Overview

Academic Progress Intelligence (API) is a privately held corporation partnered with Western University of Health Sciences. API provides software as a service and trustworthy data optimized for analysis, visualization, and assessment to graduate and professional education institutions.

API's ProgressIQ is a web-based software solution that provides near real-time student academic progress tracking. ProgressIQ empowers faculty and deans to securely and proactively follow and communicate student progress, so that appropriate interventions take place *before* a student fails. ProgressIQ provides role-authorized individuals access to student records in a holistic and modern interface. ProgressIQ integrates data from any validated source, which spans each student's entire academic career at the institution, from admissions through professional school, licensing examinations, and post-graduate training. Aggregate data can be quickly extracted for institutional analysis. Finally, ProgressIQ promotes data accuracy through continuous student review, as they track their own longitudinal performance and professional development.

Parties to the Agreement

This agreement is between Academic Progress Intelligence (API) and the Texas A&M College of Medicine (TAMCOM).

Information Security

API guarantees that all student and client data will be handled and housed securely. TAMCOM retains all rights to its data. API guarantees that student and client data is not accessible to other clients.

Services Provided by API

TAMCOM owns its data and can obtain a complete download of its data upon request at no additional charge. API will create a custom instance of the software as a service solution for TAMCOM including the following:

- Secure storage of integrated student data
- Automated data pulls from external parties, depending on TAMCOM needs, which may include ExamSoft, NBOME, NBME, New Innovations, E*Value, Canvas, One45, etc.
- Batch data upload process using Microsoft Excel templates to add data to the system
- Customized user-interface using TAMCOM colors and logos
- Roles-based user access
- Student performance alerts
- Training and support of key staff and administration
- Student advisor notes and private notes
- Student photo roster
- Maintenance and upgrades

TAMCOM Commitment

TAMCOM agrees to pay a service agreement fee of $75 per enrolled TAMCOM student per year for the 4 year period July 1, 2018 – June 30, 2022.

ProgressIQ: TAMCOM and API Agreement

TAMCOM agrees to provide API access to relevant student and curricula data. TAMCOM agrees to facilitate communication between API and TAMCOM's University Information Technology Department to provide access to required data. TAMCOM agrees to provide API with authorization and authentication as necessary to access TAMCOM data as needed from other sources.

Time between contract finalization and implementation is expected to be 6 to 12 weeks, depending on TAMCOM communication schedules. A sample timeline of 12 weeks is provided. The timeline can be reduced if TAMCOM provides quicker access to required data.

Support

TAMCOM agrees to identify a key individual (TAMCOM liaison) responsible for administering its own iteration of ProgressIQ. That person should possess excellent communication and organizational skills, be facile with managing and administering the front-end of educational technologies such as learning management systems, course management systems, rotations management solutions, office productivity software, etc. E.g., the individual will be responsible for uploading and maintaining student data, scores, etc., through web-based tools available in ProgressIQ, as well as communicating with API staff regarding the initial setup, any technical support issues, etc. This individual need not be highly technical, but must be comfortable with technology and highly detail-oriented. The TAMCOM liaison should have at least one identified back-up person. In the spirit of "we train the trainer", the TAMCOM liaison is critical to implement ProgressIQ at TAMCOM, and will offer end-user assistance to faculty and staff after the implementation and training stages.

The TAMCOM liaison will have email and phone support during business hours, with 24-hour response time, for standard questions and support as well as access to an emergency only 24/7 phone number for systems issues.

Payment

Annual student contract number is determined at fall census. TAMCOM will provide estimated student numbers for the initial contract and those numbers will be adjusted based on actual enrollments within 60 days following census. Unless a different date is agreed upon in writing, the first contract cycle begins, and payment is due, upon contract finalization. A contract year runs from July 1 to June 30. The first contract cycle will be prorated to the next June 30th. Initial contract cycle periods less than 6 months (i.e. beginning after January 1st), will not be considered a full contract year with respect to multi-year licensing agreements. TAMCOM can lock-in the current rate without annual increases by signing a multi-year contract.

Implementation

API will work with the TAMCOM liaison to facilitate transferring the base data into the system. As an alternative, API can load the base data into the system remotely for $250 per hour. If onsite assistance is necessary, TAMCOM will pay travel expenses plus the daily on-site rate of $1,500.

ProgressIQ: TAMCOM and API Agreement

Training

API will work closely with the TAMCOM liaison responsible for administering ProgressIQ. This solution is intuitive and easy to use for end-users; thus, client support after implementation is expected to be minimal. Phone and email support are provided to the liaison. Creation of end-user training materials is available and can be negotiated separately. If onsite training and assistance is necessary, TAMCOM will pay travel expenses plus the daily on-site rate of $1,500.

Delivery Schedule / Sample Timeline

This timeline is provided for reference only and depends on TAMCOM provision of access to required data and personnel:

Involved Parties and Activity	Time Period
API develops TAMCOM specific instance of ProgressIQ.	Day 1
API/ TAMCOM discuss client specific needs. TAMCOM identifies liaison.	Weeks 1-2
TAMCOM liaison gains access to relevant institutional student and curricula data.	Weeks 2-12
TAMCOM liaison facilitates access to external student data. API retrieves and incorporates this data into ProgressIQ.	Weeks 3-4
API develops TAMCOM specific user-interface with TAMCOM liaison input and feedback.	Weeks 4-6
TAMCOM liaison imports student data.	As available

Signatures

This agreement is entered into on this __24th__ day of __August__ , __2018__ and covers the period July 1, 2018 – June 30, 2022. The contract will renew at the standard rate of $100 per student per year unless renegotiated or terminated in writing at least 90 days prior to renewal. The representatives signing below agree to the commitments outlined in this document on behalf of their institutions.

Texas A&M University Health Science   Date   API Designee Signature   Date
Center on behalf of its College of Medicine
(TAMCOM) Designee Signature