







Institutional Concepts

What does my institution do?

- Every evaluator should know the answers to the following questions:
 - What is your institution's mission? What is your office's mission statement, and does it match or compliment the institution's mission?
 - What credentials do you require for evaluation?
 - What is your regional accreditation body?
 - What is your institution's policies on incomplete, satisfactory, pass/fail grades?
 - Are failed courses counted in your institution's GPA?
- How does that affect your evaluation of a foreign credential?

Institutional Concepts

What does my institution do?

- New evaluators at TTU GIA must complete "So You Think You Know Texas Tech?" during first week of employment
 - Google Doc-based quiz
 - Scavenger hunt for information about TTU info related to their position
 - Quiz personalized depending on job position (domestic, international, floater, recruiter)
- If they pass the quiz with at least 70%, they receive a fun Texas Tech prize
 - TTU café mug filled with GIA swag, TTU koozie, etc.

Year-Counting versus Benchmarking?

What does it mean and when do you do one or the other?

- Year counting = matches number of years represented by credential against what that number of years would represent in the U.S.
- Benchmarking = looking at the basic levels of education and minimum standards for completion of a level of study to determine equivalency
- When do you typically do one or the other?
- Why does it matter?
 - SACS' unwritten policy on 3-year bachelor's degree
 - Does North Central have a similar policy?

Benchmarks

Your basis of comparison when evaluating a foreign credential

- High School**
 - High school diploma
 - Vocational/technical high school diploma
 - College prep high school diploma
 - Advanced college prep high school diploma
- Undergraduate**
 - Benchmark bachelor's degree
 - Bachelor's degree
 - Honors bachelor's degree
- Graduate**
 - Master's degree
 - Doctoral degree

Credits in the U.S.

Secondary Credits and Tertiary Credits

- Secondary units
 - Carnegie units or credit
 - School year is typically 180 days
 - Which subjects do you look for?
- Tertiary credits
 - 1 semester credit hour = a class meeting one hour per week for 15 weeks
 - Semester is typically 15 weeks
 - 1 academic year = 2 long semesters = 30 weeks
 - Undergraduates typically take 15 credits per semester
 - Graduate typically take 9 credits per semester

Four Models of Education

AKA The Four Basic Food Groups

Credits
(Grains)

Hours
(Proteins)

Marks
(Fruits/
Vegs)

Outcomes
(Dairy)

Practical Application*Putting it all together*

- Prior to training:
 - Provide trainees a handout/workbook with information on each model, sample credentials/worksheets
- Introduce each education model individually
 - Explain the basics of each model
 - Explain how to determine authenticity/recognition
 - Explain how to calculate equivalent credits
 - Explain how to calculate equivalent grades
 - Explain how to calculate the equivalent GPA

Practical Application*Putting it all together*

- Have examples from your country files to use
 - Give trainees a sample credential from countries you typically evaluate
 - Type in spreadsheet, including columns for equivalent US credits, grades, and grade points
 - Show how you would determine authenticity/recognition
 - Walk through step-by-step calculation
 - Give trainees a completed evaluation
 - If you do more than the credential evaluation, show what it is that you require as part of your application review
 - Decision-making, data entry, deferral for dept review, etc.

Upon completion of our intense training, I present my new hires with a laminated poster to remind them of the following:

Remember – if at first you don't succeed...
You're in some pretty great company:



Abraham Lincoln
Lincoln's first business as owner of a dry-goods store was a flop. He was later appointed postmaster and had the worst efficiency record in the county.



Franklin D. Roosevelt
Roosevelt began his career in public service after flunking out of Columbia Law School. He then decided to run for governor of New York.



Dwight D. Eisenhower
Eisenhower was rejected for command positions three times before being appointed Supreme Allied Commander in 1942.



Harry S. Truman
At the age of 35, Truman opened a haberdashery shop which went bankrupt within 2 years. Truman worked for 15 years to pay off the debt.

Conclusion
Some closing thoughts

- Ask questions.
 - Asking questions is NOT a sign of weakness.
 - The only stupid question is the unasked question.
 - Take advantage of professional development opportunities.
 - Create your own network of contacts.
- Credential analysis is an art, not a science.
 - Even experts get stumped.
 - This is a continuous process of learning since education systems/credentials are changing every year.

Conclusion
Some closing thoughts

- The training workbook I use in my office is available here for you to look at.
- Please email me if you'd like a copy:
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