Academic History Workteam
Meeting Minutes
Monday, June 18, 2012

Present: Patty, Lora, Craig (UAA); Sandy (MSC); Jennifer (KOC); Barbara, Mae (UAS); Mike, Libby, Lili, Susan (UAF); Mary, Jane (SW)

1. From Pete: Expiring Test Scores (Banner or DW?)

We discussed the prior request to write a script to "expire" test scores in Banner, based on code that John Allred was able to obtain from another institution. The purpose of this would be to block students who do not have prerequisite test scores within the approved time frame (e.g. one year for math, two years for English or composition).

DegreeWorks 4.1 has the capability to store prerequisite information and to enforce prerequisite checking during the student's registration session. If they try to register for a class that they don't have the prerequisite for, or if the test scores are too old, then DW can give better, more specific "advice" to the student, rather than Banner's general blocking due to lack of prerequisites.

We all agreed that we would like to see this DW functionality before we ask EAS to devote resources to a process to expire test scores in Banner. Besides the amount of time it would take them away from higher-priority projects, the admissions & recruit teams had some concerns that expiring test scores might adversely affect their processes.

So the Banner script is tabled for the moment; we will watch for and test the DW functionality at our earliest opportunity.

2. AVOW

   a. Clarification that edits to email templates, storefront, display etc are all within our control; several of us at UA have administrator access that includes such functionality.

   b. Any pending issues? Mike has tried (unsuccessfully) to reach Nick by phone, so emailed him on 6/21. Here is a copy of the email:

Nick, a few notes and questions:

1) Can you re-activate the "Create Account" functionality in the development storefront? I go there and it doesn't seem to be active; I also don't see where I can do this within my administrator tools.

2) Can you also activate (if it's not already) the ability for a student to upload a document that they want sent along with their transcript? We discussed the fact that the student could request an electronic transcript IF the attachment does not require university review or signature. Many of these types of attachments require that the university sign something

and enclose it with the transcript, in which case the student would need to request a paper transcript. (Unless, of course, we could re-upload a signed copy that could then be sent along with the electronic transcript.)

3. When testing requests that came through the development site, Craig Mead reported that if he looked at a consent form, and rejected it -- perhaps it wasn't signed, or the student uploaded the wrong form -- there was no way to flag the request in a way that had any special meaning for either us or the student. Do you have any special instructions for such a situation?

4. Is it possible to put a link on your website, where potential recipients of electronic transcripts could go, and click the link to "Test my system to see if I can open an official Avow transcript"? In spite of the FAQ's and instructions, we have students who request electronic transcripts that end up with recipients who --- for whatever reason -- cannot open the secure pdf on their computer. (Operating system, perhaps?)

We are interested in moving forward with the direct access through Avow as soon as we can do a little more testing, and also the uploading/delivery of documents that would accompany the transcripts.

Thanks,

Mike

FROM JANE: she has had programmers do some updates to auto-generated emails, please test requesting some transcripts and see if you approve of the changes made, so they can move to PROD or correct as necessary.

3. From UAF: Draft TR to do mass update of SGASTDN records (should be emailed out later this AM)   NOTE – MIKE WAS USING OLD TEMPLATE FOR TR'S AND HAS NOT COMPLETED THIS YET…. BUT IT WILL BE DONE AND READY FOR DISCUSSION AT NEXT ACAD HIST MEETING.

Lora gave an update on the joint PhD in Clinical-Community Psychology: The registrars, grad schools, and department representatives had a preliminary meeting to discuss some processing issues. We agreed:

UAA will create a program string to mirror the UAF program string

UAA can go ahead and code SGASTDN records for students that are in the Anchorage cohorts

Whichever MAU is the student's "home campus" will carry the SGASTDN record and graduate the student on SHADEGR

Each MAU will put a comment on the transcript that this program is delivered and the degree is awarded jointly.

Still to be worked out: admissions procedures, issuance of "joint" diploma

From Lora: Has tested academic standing process for graduate students. SHR2STD; must set up rules in SHAACST. Requests that UAF and UAS test and approve or provide feedback.

Next Academic History Workteam meeting: July 2, 2012 @ 1:30 PM