DegreeWorks Work Team Meeting Minutes for June 2, 2008

Group: DegreeWorks Work Team

Topic:  Weekly Team Meeting

Date:            June 2, 2008 at 8:30 am

Attendees:      Colleen Abrams, John Allred, Mary Gower, Barbara Hegel, Janet Johnson, Peter Sommers

Mary Fitch, Mark Nichols, Mary Steyh
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Topics to be discussed:

Tasks:
. Create a list of students to be loaded into DegreeWorks – UAF, UAS
  . List of id's only and send to David DeWolfe (david.dewolfe@email.alaska.edu)

. Review the configuration values prior to the training June 17-20
  . UCXD20 settings can be found in DW SureCode UCX Tables Technical Guide
    . UAF and UAS will work on them so we can compare values next week or the
        following week.
  . Develop institution work team
    . UAS – trying to put together committee and have one school that has not sent in a
        name.
      . Committee size – less than 10 people – advising, 1 school of Ed, 2 School of
        Management, 1 Arts and Science, 1 Career Center, 1 Ketchikan, Peter and
        Barbara – not all have responded yet.
    . UAA – Internal (Charese, Patty, John, Laura, 3 from degree services, still working on
        external staff
    . UAF – about 10 people, Tim, Colleen, Melissa, 1 from advising center, 2 faculty
        advisor, 1 rural site advisor, if available, 1 advisor from TVC

Other topics:
  . Discussion of task log maintenance
    . 2 or 3 policy issues from the opening meeting on issues log
    . Block review sheet and Web review sheet will be reviewed during the first training
        with Mark N.  May want to keep institutionally.


Janet – any topics
  . Nothing for this meeting

DegreeWorks – any topics (after they join us at 9 am)
. Discussed task log maintenance
. Went over institutional work team make up
. Went over people who will be attending scribing training with Mark June 17-20
. Action items from trip report
  . Courses level extract (DW prefers to do alter scribing)

. Can ignore them in the evaluation process
. Prefer we not change SQL
. Colleen will get numbers of records that will ignored and total number of records.
. Configuration policies are global – repeat change with catalog
. DW discussing what will happen if this occurs
. Grade tables
. DF grades etc.

UA
. Staff Listserve
. Web server files at each institutions
. Who will be doing this at each institution
. Barbara will work with the OIT staff
. John is waiting for parameters (Jerry needs to talk with David)
. Colleen will work with OIT staff
. To get keys – send message to jim.chapman@alaska.edu and
       janet.johnson@alaska.edu
. Training will be in Bunnell 319 and machines will be loaded with DW software.  Need
       to have projector and link to server for
. Email codes
. Currently each institution has its own email code.  Are working to get a system-
       assigned email code that does not change as the person changes role (student,
       staff or faculty) or changes location (UAA, UAF, UAS)
. Information for Honors students
. Need to gather this information if we want DW to verify completion of Honors
       requirements.
. Schedule appropriate DW processes
. David working with Sherry for scheduling these
. Backup
. David task
. Email notification
. (Do not remember what this about)
. Old files cleanup scheduling
. David task
. Enhancement for DW
. Program to run bulk degree audits for a select group of students against a single set
       of program requirements (run all students in the list against the AA requirements,
       for instance)
. Need to enter an RPE for this – will discuss this next week
. Issue logs
. Will be further discussed during training.  The module log will be completed with the
       list of modules that need to be tested.
. Multiple programs at separate institutions need to be accommodated
. In management discussion

. Web localizations
. Link to transfer articulation tables
. Consistent look across institutions but with unique branding (logos)

. Action Items

- SQL modifications being checked on by DW – can we customize the SQL extract scripts?
- Colleen provide counts of records that will be used and those that will not be used in audits.
- Policy Issues – to be provided by Mary Fitch from introductory meeting
- David's action items
- Follow up on samples from Mary Steyh – Colleen has responded back, John will respond back after review by the committee
- RPE for batch audit process for a list of students against a single program
- Grade table – DW looking at our DF (Deferred grade)

Janet out of the office June 5th-13th.  Send messages to Jim Chapman and David DeWolfe

Colleen