

**IMPLEMENTING DEGREE AUDIT TO SUPPORT ADVISING AND DEGREE COMPLETION
ACTION PROJECT TEAM
2009 ANNUAL UPDATE [SUBMISSION DRAFT—09/14/2009]
THIS REPORT WAS FILED ELECTRONICALLY ON MONDAY, SEPTEMBER 14, 2008**

[A]. Describe the past year's accomplishments and the current status of this Action Project.

Describe concrete achievements: meetings, data gathered and analyzed, plans made or implemented, changes in processes, and measured results. If you haven't made much progress, explain why you think things are moving slower than planned.

While significant work has now been completed, the Degree Audit Team did not meet for several months during 2009. One of the Team's co-leaders transitioned to another role within the organization and left the Team. Programming problems with the external vendor continued to plague the group's progress. One of the team members, now currently serving as the Interim Registrar, was selected by the Team's sponsor to lead the completion phase of the project.

Despite a number of setbacks, significant items have been accomplished on this project. The group is back on track and has a solid plan for progress during the coming academic year. Since the 2008 Annual Update, the following has been accomplished:

- In December of 2008, twelve MCC employees completed on-site Datatel Degree Audit Best Practices training.
- The Interim Registrar and staff have completed the process of building all newly-revised degrees and certificates in the Datatel Degree Audit Module
- Previously-discovered data integrity issues in Curriculum module have been corrected by Academic Affairs and Information Technology Services staff.
- Toward the end of the 2009 Spring/Summer sessions, the Team met again to review the recently-completed work and scheduled a training session for Team members. [198 words]

[B]. Describe how the institution involved people in work on this Action Project.

AQIP wants Information about motivation and communication: how you kept this Project on the institution's priority list, how you maintained general awareness of the importance and progress of the Project, and how you kept those working on it directly active and motivated.

Due to the fact that its work was stalled for much of the year, the Degree Audit team has done little to communicate with the rest of the institution about the project. Now that the programming and Degree Audit build process has been completed in Datatel, a number of activities are planned to re-introduce the project to the College community. The Interim Registrar will provide an update on the Team's progress at future meetings. A series of

workshops and training sessions will be planned to demonstrate use of the new tool. A training and rollout plan will be executed to introduce student services staff, faculty advisors, and college administrators to the use of Degree Audit. [115 words]

[C]. Describe your planned next steps for this Action Project.

Be specific about the next critical steps you are planning to move the Action Project ahead. If your planning is vague or there is no planning at this point, explain why.

On September 18, 2009 the Interim Registrar and staff will conduct a training session for members of the Degree Audit team. Based on the outcome of this training, the Team will develop and schedule additional training for student services staff and faculty advisors. From there, the Team will be prepared to:

- Implement the internal rollout plan for the preliminary Degree Audit system to advisors, counselors, registrar staff
- Implement the rollout plan for student users
- Develop training materials and job aids for faculty, staff, and students
- Schedule of training/open lab sessions
- Develop a plan for ongoing evaluation and updating of Degree Audit system

In addition to these immediate next steps, the Team will need to develop a plan to add Degree Audit to MCC's WebAdvisor Student Menu; a technical issue must be resolved regarding which mnemonic in Datatel drives WebAdvisor output (EVAL or PSPR). This technical issue has an important impact on the "what if" functionality of Degree Audit. Additionally, the Team must develop a more student-friendly output for the reports, and encourage the gradual replacement of a customized program called XSAI with Degree Audit during the academic advising process. [194 words]

[D]. Describe any "effective practice(s)" that resulted from your work on this Action Project.

Share practices (or processes, policies, procedures, or initiatives) that could be adopted or adapted at other institutions. AQIP is most interested in practices that would give value (better educational services, cost-savings, improved morale, more satisfied stakeholders, etc.) to another institution if they copied your innovation. If you believe that your work on this Project has little or no value for other institutions, explain why.

One effective process used by the Degree Audit team over the past year is the use of a simple process flow chart. Upon completion of the new 2010 General Education requirements, nearly every MCC program and certificate went through the formal CPSC (MCC's academic governance body) process for approval. Because the steps from course/program revision are complicated and span many departments across campus, it became difficult to track the progress toward the complete build of Degree Audit in Datatel.

The Team's sponsor requested a chart that plotted the course that each degree and certificate took from CPSC approval through the Degree Audit build process. This chart was updated on a

weekly basis and helped the Team facilitate the needed connections between program faculty, academic affairs administrators, and student services/registrar's office staff. [131 words]

[E]. What challenges, if any, are you still facing in regards to this Action Project?

This is an opportunity to get constructive, actionable feedback and advice from our review process. Use this question to specify where your blocks, gaps, sticking points, or problems are. If you have already fashioned strategies to deal with any challenge you face, share both the challenge and your strategy for meeting it.

A number of issues facing the Degree Audit have been on the Team's to-do list for some time. Given recent progress and changes in direction, the Team is confident that action will be taken to address these issues in the coming year. The following items remain as problems to be solved by the Team in its future work:

- The web interface is an important component of the DA system's usefulness to students. One sticking point has been who will perform the work to convert Datatel output into a web report that matches the look and feel of the MCC web style.
- Job aids/training materials have yet to be developed because the final processes, screens, and procedures must be in place prior to documentation.
- Upon completion of a series of "train the trainer" sessions, the training/rollout plan must be translated into a specific schedule with dates, locations, and a strategy for archiving training materials for faculty, staff, and students.
- Because the testing phase utilized students who matriculated under different program years, we have yet to process Degree Audits on students who will matriculate into the 09-10 catalog. [190 words]