

AQIP Action Project Team
DEGREE AUDIT
Meeting Minutes
1/9/2007

Attendees: Dolores Sharpe, David Schaaf, Anne Gupton, Troy Boquette, Lori Wcisel, Chris Vonfintel, Kelli Sproule, Mark Hope, Jason Moehlman, Wendy LaCroix, Gail Ives, Steve Robinson,
Absent: Cheryl Bassett

Software Demo

The purpose of the meeting was to view a live demonstration of Datatel's Degree Audit module. Copies of the team's evaluation criteria table were provided. Neche Dwyer conducted the demo; Tammy Hunt, our regular representative was unable to be there, but she will follow up with Joe King to clarify answers and cost estimates. Neche showed the Program screens (PROG/APRS) that are used to build requirements and sub-requirements for programs. The Curriculum Track field can be used to build a recommended sequence of courses. Print Text fields are available so we can have the evaluation print out whatever we want. There is no limit to the number of requirements that can be built and customized programs, requirements, exceptions and overrides can be entered. Audits can be run and printed individually and in batches. If we use the Graduation Processing (SGR/GDAU) screens in Datatel, we can run graduation applicants in batches as well, and this would also create opportunities to use Datatel's Communication Management tools to keep in contact with students. Neche indicated that she thinks Sinclair CC has developed a method to scan student records and identify if they have met the requirements for any degree, as a batch. She or Tammy H. will follow up with us to provide more info. Datatel shows all in-progress classes and immediately reflects any drop/add activity on a student's file. Students can run evaluations from a WebAdvisor menu option, and employees can run them either from the core Datatel system or WebAdvisor. All active programs are shown for a student and they can also run "what-if" evaluations on programs that they are not currently coded for. The last evaluation that is run for a student is saved in a buffer file until the next one is run. Rules can be defined to indicate the priority for how the system uses any particular class to fulfill requirements.

Team member discussion:

- * Customizing the look and feel of the evaluation output – Jason indicated that this could be done with consultants; they will need a specific description of what we want and then services and prices could be developed and compared;
- * Use of a service provider like Datatel's Fast Track component to get the project started due to the considerable amount of people hours required for start-up;
- * Shift the team's focus from product selection to implementation after EC reviews and approves the team's recommendation;
- * The on-going duties of maintaining Degree Audit files need to be included as a key accountability in someone's job description (perhaps the new Associate Registrar?);
- * Counselor, Advisor and Student focus groups should be used during the development and implementation steps to ensure that the user's needs are addressed;
- * Strengths of Datatel's product include the fact that we already own it, we will be able to develop additional long-term Datatel Colleague services, the system will run within our own IT infrastructure, it will provide full data integration with other college systems, and it is customizable.

Based on all of the Team work to date, there was unanimous consent* that the College should commit the support and resources to implement the Datatel Degree Audit module, provided that;

- Adequate resources are provided, including designating individual(s) and incorporating these key duties and responsibilities as part of their job description, perhaps shifting other duties to ensure adequate support for this college commitment are made available to the implementation and on-going maintenance processes;
- The output screen can be customized as we choose;
- Output will be ADA 504 compliant;

*Verbal consent was obtained by C. Bassett on 1/10/07

Potential project targets include:

October/November/December 2006– gather evidence and analyze data

January – prepare software recommendation

February – begin to plan/attend training in curriculum management (equate codes, pre-requisite syntax), degree audit, electronic use of product, student educational planning and related

March – arrange consulting to prepare first “catalog”

April/June – build full catalog, test, staff training, and student training

July 1 – begin communication strategy including orientation, development of training materials, workshops etc

Next steps include:

- Review information provided by Tammy Hunt;
- Team Leaders meet to review;
- Develop design specifications to get prices from consultants;
- Team Sponsor (K. Sproule) takes team recommendation to EC prior to 1/30/07;
- Begin working on timeline/flow chart to determine outline of implementation.

Upcoming Meeting Schedule:

January 30, 2007, CM1117j, 10:00 a.m.