

AQIP Action Project Team
DEGREE AUDIT
Meeting Minutes
10/3/2006

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

Team Goals include:

Improve review of degree completion process
Advisor, Counselor, and faculty tool
Course and program menu
Enhanced student self service

Roles:

Recorder (Gail/Anne)
Facilitator (Troy/David)
Researcher (Dolores, Chris)
AQIP calendar maintenance (Gail)

Kelli introduced as Team Sponsor

Her comments included:

- Brief review of history
- Discussion of Datatel R. 18 and AQIP convergence
- Affirm core use of Datatel
- “Lets see how much we can do with R.18 and the power use of the system”
- Use quality tools to move to next steps
- Conclusive Systems vendor is on hold and has been notified of this status per M. Hope
- Use data tools to analyze previous evidence
- Previous funds spent are “sunk costs” and not to be part of the analysis
- Budget to support the team is available
- Focus on moving forward
- Student Services is primary internal stakeholder group
- Student input on process will be needed

MIS issues:

Mark Hope or one of his staff will be at the table for discussion and to consistently represent technical issues.

To Do:

Troy will send information from previous work prior to next meeting date (Jennifer McDonald will have additional information)
Gail will bring information from previous Student Flow Model grant
Dolores will bring information about Datatel's services and feedback from existing users
Chris will write up the current graduation process
David will write up the current Advising process

Potential project targets from previous discussions include:

October/November – gather evidence and analyze data
November/December – prepare software recommendation
January/February – plan/deliver 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 of materials

Team agreed to meet on the first and third Tuesdays from 10-11:30 with adjustments to be made as necessary. Kelli will attend as needed and available, E.C. also meets at this time. The AQIP Shared Calendar in Outlook will be kept updated.

Next Meeting:

October 17th from 10-11:30, President's Conference Center CM 1019