AQIP Action Project Team
DEGREE AUDIT - TECHNICAL MEETING
Meeting Minutes
Tuesday, October 16, 2007

ATTENDEES: Dolores Sharpe, Troy Boquette, Wendy LaCroix, Chris Engle, Lori Wcisel, Mike Cieslinski and Marty Goldstein

COMMITTEE DISCUSSION:
Technical Team re-capped – from the meeting with Scott, Troy, Dolores, Gail, Ann, and David held on October 5th. It was determined that the overall Degree Audit Committee needed to be broken into the two teams Technical and Implementation. By breaking into smaller groups it would represent two functional units.

During the discussion about Enertron, it was determined that not everyone should be “rooting through their stuff” and looking over their shoulder, so the three people identified were Troy, Dolores, and Wendy. All questions should be routed through these people for Enertron. Tom from Enertron was going to be on campus to talk about a Catalog question, but most of the technical questions need to go through Al.

The question was raised about whether this technical team should meet weekly; the decision was made that it should meet bi-weekly.

OUTSTANDING ISSUES IDENTIFIED

1. Missing Courses – this was identified as an issue because certain course masters are missing (have been overwritten with new data). Dolores stated that she has pulled 75 folders, and is waiting for Enertron to get back with her, on ways to repair the damaged course masters. Wendy illustrated that there is more than one option to resolve this and we need to look hard at what we can do to keep the data clean.

2. Transfer Issues – by the course. It was unclear how the Degree Audit is going to handle Transfer Credits. Troy illustrated that Transfer Courses receive S grades so they are not taken into the calculation for CUM GPA and CUM Credits. Development classes receive an S grade; also there is a limit of 12 credits applied to degree audit. Troy wants clarification how the Degree Audit Process is going to handle the Transfer Credits. There was a question about how “Clumps of Credits” are handled like with Armed Forces Military Credits.

3. Duplicate Courses – it was identified that there are courses with duplicate course numbers and different course names/descriptions/status codes. These issues stem around A-active, I-Inactive, B-Bracketed etc… course. Along with straight duplicates.

4. Gen Ed Designations – There are concerns about how/where Gen Ed codes reside. Dolores said that the designation have been going on the courses since 2002. But they need to get clarification from Nina Smith as to how Mott is handling the Gen Ed course designations. There is an issue when it comes to courses that have designations either added or removed and when the course is actually taken.
5. Equate Codes – Troy raised the questions on how the Equate Codes are actually working and how they can be set up.

6. Transfer Credit Gen Ed Codes – it was identified by Chris Engle that when certain “Mott Equivalent Courses” are identified and have Gen Ed credits with them, then no additional record of Gen Ed codes are assigned to that student. But when a Course that does not have a “direct equivalent”, but has a Gen Ed designation from another school, then a Gen Ed code is given to that transfer course.

7. Program Codes – Lori and Chris both brought up the issue of appropriate Academic Program codes and wanted to make sure that the “What If“ scenario option will work. They also wanted to know if the Degree Audit system could look at the courses and identify from them the different degrees a person could obtain – (this is not how the program is designed).

TRAINING:

Several members of the Degree Audit Technical Team have stressed that their lack of communication from Enertron is making them uneasy about the Degree Audit Project. Dolores stated that, “If there are issues that can be corrected in the data that require changes in operational procedures then we should be notified as quickly as possible.” This lead into a discussion about the training that is scheduled in Grand Rapids.

There were two workshops identified:

1. Curriculum Management and Faculty Information Regional Workshop
2. Degree Audit - Best Practices Regional Workshop

There was a lengthy discussion about who should attend which workshop and who is going to pay for it. Troy stated that “He, Chris and Lori, should attend, but only if someone else can pay for it, it isn’t in my budget”. Wendy pointed out the need to get the Faculty Information into Datatel, so the Faculty module could be utilized.