

AQIP Action Project Team
 DEGREE AUDIT
 Meeting Minutes
 11/14/2006

Attendees: Dolores Sharpe, David Schaaf, Chris Vonfintel, Gail Ives, Steve Robinson, Anne Gupton
 Absent: Lori Wcisel, Troy Boquette, Kelli Sproule

Minutes were emailed and provided at the meeting.

To Do Follow-ups:

Mark Hope provided Dolores Sharpe with a list of existing Michigan Datatel Clients.

Team discussion:

David brought forward the charge of the committee to remain focused upon the end product and he discussed his diagram illustrating the points of contact where a user would interact with a DA tool. The team discussed the need to review software features and criteria for evaluation. Gail created a table in the minutes that captured the criteria team members wanted included in the new software. This list of criteria is inclusive of the all the minutes to date for this committee. The *Draft criteria for the Degree Audit Software Table* is an easy reference table to ensure that important issues and software features are remembered as discussions proceed. The team reviewed the Datatel document which lists Key Features. Steve printed copies from the Conclusive Systems website which also provided some information on key features. The team added elements to the criteria for evaluation list. Our sponsor has indicated in previous meetings that she wants evidence that Datatel's Degree Audit can't provide the needed core features before we consider another product. The team decided to schedule a viewing of the recorded demonstration of Datatel's product as soon as possible. Dolores will work to schedule this. David will investigate what demonstrations are available from Conclusive. Anne will reserve a room for November 28th from 9-1, contact our sponsor to see if our sponsor's schedule allows for participation in the demo and for food.

The committee tabled the discussion on the satisfaction survey for Datatel and Conclusive until after the software demos have been reviewed.

Draft Criteria for the Degree Audit Software:

Function	DT	CS
Ability to track course changes in programs as soon as Datatel is changed		
Able to customize look/feel of screens		
Adequate number of simultaneous users allowed		
Batch processing feature		
Client listserve or other client community tool available		
Communication tools between students and advisors		
Formal training and support of staff provided annual maintenance?		
Gives users the 'what if' choices of program		
Help with initial set-up provided		
Integrated management of permissions (no separate logins or passwords needed)		
Integrated with core Datatel modules and features such as WebAdvisor and E-Advising		
Need for external exports/imports		

Number of historical years (“catalogs”) it will reference		
Offers web-based use		
Professional services (classes, training, consulting)		
Real time comparison using student transactions such as drop/add		
Save audits for future viewing		
Upgrades integrated with Datatel upgrades/patches		
User satisfaction data, including vendors/references		
Course title recognition/general ed. Categories ?		

Outstanding To Do Items:

Troy will provide a list of Conclusive Systems clients

Troy will send copy of the previous software analysis/comparison report to committee members, prior to the next meeting date.

Potential project targets include:

October/November/December – 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 of materials

The AQIP Shared Calendar in Outlook will be kept updated. Please provide Gail Ives with calendar information.

Upcoming Meeting Schedule:

November 28th 9 -1 Genesee Room, December 5th and December 12th
10-11:30, CM 1002 or TBA