

AQIP Action Project Team  
DEGREE AUDIT  
Meeting Minutes  
11/28/2006

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

**Minutes were emailed and provided at the meeting.**

Minutes were reviewed and approved with one correction.

**Software Demos**

The team viewed the recorded demo from Datatel, and a live demo from Conclusive. Copies of the evaluation criteria table were used by team members to make note of information, concerns, issues and questions. Copies of program curriculum guides were brought by Dave for committee members as a reference piece of information. The recorded demo from Datatel can be accessed for additional viewing, contact Dolores Sharpe or Mark Hope for access information. The team agreed to meet on 12/5 to de-brief and compare notes.

**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.

***How to access the Outlook Calendar:***

Open your own Outlook calendar; choose File, Open Other User’s Calendar, type the name AQIP Calendar. You can read, but not write, to this calendar.

***Other team documents can be accessed at:***

S:\AQIP-PEAQ\Action Projects\_TEAMS\Degree Audit Team

**Upcoming Meeting Schedule:**

December 5<sup>th</sup>

2:00-4:00, TBA

December 12<sup>th</sup>

10-11:30, CM 1002 or TBA

