

AQIP Action Project Team  
**DEGREE AUDIT**  
Meeting Minutes  
9/18/2007

Attendees: Anne Gupton, Troy Boquette, Chris Engle, Gail Ives, Mike Cieslinski, Chris VonFintel, Scott Jenkins, Wendy LaCroix, Joe King, Mike Cieslinski

Guests: Dolores Deen, Al Cackowski, Tom Hudson

**Consultant demonstration:**

Tom Hudson said that there are more decisions that MCC will have to make regarding how rules and requirements are handled. Al Cackowski said that there were a few “hiccups” in the process right now. One of the problems they have run into is that courses which need to be used to define requirements are not found in Datatel. It appears that these course masters have been overwritten and no longer exist in the system. Al will run a list of these to determine the scope of the problem. Gail and Wendy indicated that there are Cognos reports which will show the missing courses by detailing section records with no course master. This affects the degree audit setup for past catalog years, and it is unclear how this will show in specific student records and their DA Evaluation. Another problem Al has run into is more than one course master for a specific course, and he’s not sure which one to use. He said the DA rules read the Course Code, and he doesn’t know how DA rules will manage the two versions and use the right one. Al needs a copy of the 2002 Catalog – Troy will make sure he gets one.

Another question came up regarding General Education codes – Al said that DA reads the Department field for this data, which will cause us to revisit the plan to move all Gen Ed codes to the School field on the course master. Al asked some questions about how placement test data is coded – he was told that Carol Brown could answer his questions, and Gail gave him Carol’s name and number.

Al brought up the issue that the DA work has been done in our Datatel Development account, and that his company would be re-keying the data into the final location in either Datatel Production account (release 17 or 18, depending upon when the conversion occurs). Wendy indicated that they would need to run the Datatel scanners on the development file before they move the data – Al will send the Datatel tables information to Wendy so this can be started.

**Other Issues:**

- The team can begin working on the general communication and training plan (A. Gupton will lead) as soon as possible without waiting for the final project work to be done. Training will be planned with a “train the trainer” model in mind.
- Look and feel of WebAdvisor interface will be dealt with after the integral data issues are worked out.
- The team agreed to meet weekly so that progress can continue.
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**Potential project targets include:**

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

~~January – prepare software recommendation~~

~~March – arrange consulting to prepare first “catalog”~~

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

May/October – build first catalog

November- test, staff training, and student training

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

**Upcoming Meeting Schedule:**

The next team meeting is scheduled for October 2nd at 11:30 a.m. in CM1117 (rescheduled to October 9<sup>th</sup>)