

**Academic History Work Team Minutes  
October 18, 2004**

Attendees:

Tim Stickel	Brigitte Mayes
Colleen Abrams	Gayle Gregory
Debbie Pepper	Jacqui Christensen
Barbara Hegel	Patty Itchoak
Cindy Milner	Ginny Schlicthing
Francine Feero	Mary Howard

Agenda Items & Additions:

1. Dean's/Chancellor's List – where are we in the process.
  - Approved and moved forward to BST
2. Clearinghouse
  - The team was in agreement that we would like to explore this option further as it seems like they have their act together much better than Transcript Express.
  - Discussion of each MAU being able to set their own parameters
  - Problems with bring up transcripts request through banner – this might be a better solution
  - Ask for ID's so we can do more testing
  - Need to look at what our confirmation letter will look like
3. Official transcripts
  - It was unanimously agreed that we would return to using SSN# on official transcripts and that I would send an email to Saichi to let him know
4. Banner Transcript Request
  - Will continue to explore this possibility, but foresee more problems with it than moving forward with the Clearinghouse.

Next Meeting: November 1, 2004 – we will be meeting every other Monday at this time.