

**Academic History Work Team Minutes
November 29, 2004**

Attendees: Barbara, Colleen, Patty, Debbie, Marilyn, Tim, Gayle, Ginny, Patrick, Janet, Mary

Agenda Items

Unofficial Transcripts

- We will ask the SW programmers to move Jim Chapman's proposed modifications to the unofficial transcript to LRGP so we can see how it will actually print out for the students? – Approved by all and Mary will move it forward

Official Transcripts print with SSN#

- After reviewing with Saichi what SW legal counsel had recommended, it was decided that we would add some verbiage to our Transcript request forms that would let the student know that we would be including their SSN# on the official transcripts when we send them out and that this was for the purpose of matching their transcripts to their files. – Tim will draft some verbiage and send it to the list for modification and/or approval – target date is December 13th.

Clearinghouse

- We decided that we needed a focused time that we could work on this process. Friday, December 3, at 10:00am was decided upon for this project.

Non-transcripted Certificates

- Discussion centered around the purpose for recording these certificates in Banner – is it for IR purposes or for documenting for the student the completion of these certificates. Barbara Hegel shared a memo from 2003 which indicated that this task had a timeline associated with it and that we are already out of compliance with that timeline. However, we have never been given the charge and are not sure who is responsible for moving this forward. Barbara will fax a copy of this memo to Tim and Mary who can then distribute to anyone else who may like to see it. Mary also shared a more recent memo which indicates that it is in the hands of the provosts – again, we have not been included in the discussions so feel that we are operating in the dark.
- Currently, we will work to develop a list of questions that need to be resolved for either scenario such as:
 - Will students go through an admissions process?
 - Will a program string need to be coded into Banner
 - Who will monitor the completion of these requirements
 - Who will “post” these “completers” in Banner
 - ETC.
- We will also look at possible banner screens where this information may be housed for reporting purposes without having it transcribed on our official transcripts.
 - One suggestion is in the Student Support Goal area
 - Another suggestion is that we build our own form, possibly formatted similar to the SS goal form on which we could record these certifications
 - We will continue to investigate these possibilities

Other Items

- UAOnline is currently displaying the status of all transcript requests both official and unofficial.
- Do we want to add verbiage that let's the student know that unofficial requests may be made by university officials working with their files?
- Do we want to remove unofficial transcript requests from being displayed here?