

Academic History Work Team Minutes

April 18, 2005

Attendees: Julie, Jacque, Patrick, Patty, Marilyn, Debbie, Sandi, Cindy, Ginny, Gayle, Brigitte, Mary

Agenda Items & Additions:

Clearinghouse – Report given by Marilyn and Debbie from UAA. The other campuses will re-look at these items, test the process, and send comments to the list serve.

- Changes made to Clearinghouse forms on website
- Email responses sent to students
- Testing of Clearinghouse transcript requests
- Review rush/priority transcripts

Certificates of Completion – I will resend this to the list serve and request that Dave Veazey include Barbara Hegels's name on his list serve.

- Comments on Taskforce Report can be sent to the academic history list serve
- Dave sent the report forward for executive review on April 22. Once he receives feedback, we will need to
 - Form a subcommittee to work on the proposed form for recording the workforce certificates of completion. Gayle, Barbara, Mary, and Patty will work with Patrick and departmental staff to build the form.
 - Work together as a team to refine the processes for recording both the Occupational Certificates of Completion and the Workforce Certificates of Completion.

Clearinghouse report for Enrollment verifications – Patrick is doing more investigation on this one before we can do any more work. – We will postpone until the May 2 meeting. Cindy is working with Patrick on this.

- Question re status of 500 level courses and enrollment verifications
- Sending Students to the Clearinghouse – marketing
- Medical insurance and the Clearinghouse

Other Items:

- Patrick will look at creating a link from the UAOnline to clearinghouse website so students can use Clearinghouse for enrollment certifications.