Academic History Work Team Minutes
May 16, 2005

Attendees: Tim, Patrick, Colleen, Jeremy, Patty, Debbie, Marilyn, Cindy, Jacque, Brigitte, and Mary

Agenda Items & Additions:

Clearinghouse
- Discussed the changes that were made – not everyone has had a chance to review these.
- The actual charge by clearinghouse is $2.25 – not $2
- Discussed a way to highlight that the email responses are not to be returned to us by highlighting, bolding, or color. Debbie said that none of these were available, but she would check on using a larger font.
- We will have a work meeting to try to finalize the transcript request on Monday May 23, 2005 from 2:00 to 3:30. Everyone should be at a computer so we can view the screens as we work.
- Patrick said it would take at least a week's notice to flip the "switch" to again including the SSN# on the transcript. We are making sure that all our paper request forms are ready to go as soon as the Clearinghouse request is ready so that we can have Patrick flip the "switch."

Certificates of Completion
- Nothing to report at this time. We will have to form subcommittees to work on some of the processes and forms that will be needed if this is fully adopted.
- These subcommittees may need to include people from other teams and administration.

Clearinghouse report for Enrollment verifications
- Question re status of 500 level courses and enrollment verifications
  - Patrick – SFR2CLH – Nothing to report
- Sending Students to the Clearinghouse – marketing
- Medical insurance and the Clearinghouse

Web grading – Jacque Christensen
- Works great – problem with grade changes fixed – Thank you, Patrick!
- Initial faculty use was biggest problem – UAS has developed a quick guide for this process that they will send to the list.
- Once grades are rolled to history, they can no longer be changed by faculty
- Web grading does not leave an audit trail – only that it was graded online – no user ID attached.
- May want to develop a report for which classes were graded online.
- Change of grades will still be done by paper at this time.

Diplomas on Demand – Tim Stickel
- May 25, 2005 at 10:30 we will audio with DOD.
- This is proprietary software that allows us to print our own diplomas
- We having the audio with technical staff not salesman.

Names missing from the list serve and/or the work team website for the Academic History work team?
- Check it out and let me know https://www.alaska.edu/studentservices/banner/workgroups.xml
- We need to add Jeremy to the list serve – Tim will get Jeremy's email to Colleen for adding.

Other Items:
- Half-time status
  - We did not think that the new definition would work for us as it is defining a half time graduate student as one who is taking 5 graduate credits – graduate credits are defined as 600 level. Therefore, this implies no 400 level courses for half time status which is contradictory to current policy which says that 400 level courses may be used to fulfill graduate requirements.
  - I will respond to May Gower re our discussion
- Patrick – Banner Student defect Resolution
  - Postpone to next meeting
  - Colleen will let us know the ones that we should be concerned with.
- EDI
  - Postpone to next meeting
- Setting priorities for the programmers on the tasks that need to be accomplished
  - We will discuss priorities at our next meeting
- Next Meeting
  - Not sure – May 30 is a holiday
  - Will need to find another time possibly June 6th at 2:00