Face2Face Attendees

Agenda Items:

Topic I
Name Change—Change Form issues:
- UA Online decided to use one change form for address, name, etc.
- It is a Statewide form and they own the form.
  - HR only takes Social Security card (needs to be more obvious)
- At UAS name changes have to be done at HR, if the student has an HR file.
  - Same at UAA
- Man wanted to take wife's name, what documentation do we need?
  - Same as with any name change.
  - Legal documentation; drivers license, passport, social security card
    Lora and Mary Gower will work on form

Topic II
Unofficial Transcripts:
- Patrick has list of changes to be made for better Transcript readability
  1. Shrink "Subject" column to "Subj"
  2. Fix font & color for Semester….."Fall Semester XXXX"
  3. Move "Unofficial Transcript" line to end of Semester line verbiage, i.e. "Fall Semester XXXX Unofficial Transcript"
  4. College & Major should be on the same line
  5. Change title of page from "Academic Transcript" to "Unofficial Transcript"
  6. Remove department from "Major & department" line
  7. Increase size of "Campus" column so it doesn't float
  8. Remove the redundant "Campus" that is displayed on the campus line

  Debbie Pepper will send verbiage changes to Patrick for Transcript Request page.
  (The following was sent: a. For complete transcript of your course work, print each level shown below b. For complete transcript of your course work, use the Transcript Level drop down arrow and print each available)

Topic III
Workforce Credentials—Tim Sickle:
- Update screen sample provided
- AWC, FWC, JWC (degree codes)
- Program strings? Per Colleen: "Yes, with a major attached".
- STVDLEV degree level validation
- Have programmer develop a table for us (F9) 2-strings; one for WC, 1 for CEU
- Bring CEU's and non credit courses together. Per Colleen: "No, we need 2 levels".

- SHATCMT—would show here
- Courses are non-credit courses only
- Has to be fixed descriptive course, has to be approved and needs a major code
- There will be an approved set of courses required for these credentials

End of Term Processing:
- Multiple campuses, Dean/Chancellors List. Not ready yet.
- SHR9STD—move to modification
- SHR2AST—Production
- SFR2CLH—to Patrick
- Diane, Brigitte, Cindy, Colleen—Looking for students for testing

(Debbie will pose the following question to Adriene Doray-Franklin at the National Student Clearinghouse: If a UAS (University of Alaska Southeast) student goes in through the Clearinghouse for degree verification and their program is at Fairbanks (UAF) and the student has 3 credits at UAF, 3 credits at UAS. Would the Clearinghouse verify them as a full time student?)

- Brigitte, "How do you do end of term processes at UAF"?
    - "When the majority of the grades are in I will do the roll first & manually post those, run academic calc every night, as well as, the system's auto roll. (They do not do academic standing for graduates) We check our 'repeat' rules, run a grade calc, do our honors, paper and info on disk, we do 'disqualify from program' only in the spring".
- We at UAA are about 4-5 weeks out posting our 'academic action'; UAS/UAF is the same. Repeat process is done by level (Colleen). We will be running it for UAF but we are not yet.
    (Mary said to remind all of us to look at STVASTD. We are going to look at our own transcripts and see how we are using that before we commit)
- If they are on probation for the program they are in, it is not going to make any difference if they are not on probation at another campus.
- Let's look at this for the summer grading period and see what is happening with it & talk about this at Lora's next audio.
- SHAACST—College Code 99: You only have one set of rules, based on the GPA type hours.
- Brigitte is going to send out her 'end of term' processing procedure.

Topic IV
Expiration of Program:
- If a student applied for admission 20 years ago & they are a continuing student they can graduate with that catalog, Colleen thinks that has to be petitioned.
- In SGASTDN if we put the end date (7 years out) what would that do?
- Colleen, "That is an informational field now but we could make it trigger 'expired program'
- If you change your major that end date will change
- Colleen, "We could have a batch process that is run to do that—have four sets of rules".

- Mary, "We do have too many students applying for graduation and they are no longer in a degree program".

(Per Francine, We will look at/change our process to the following: When a student requests the current catalog for degree audit, then use catalog term under the curricula tab to reflect the requested catalog)

- We need to give Janet feedback: yes, we like this and what we need.

	Currently	SGASTDN	SHADEGR
Degrees	2	4	1
Majors	2	3	5
Minors	2	4	4
Concentrations	6	6	6

Topic V
Web Grading:
- UAA—we are evaluating whether or not we are going to send out paper grade rosters. We are waiting until summer grades are in to decide.
- We are recommending they print the rosters after the grades are rolled.
- Once the grades are rolled to history the faculty can no longer post/change a grade.
- You must have a set date to roll because once you roll and the faculty are not finished, they are no longer able to go back in and do more grade posting.
- Give the faculty 3 days to post grades and then roll at the end of 3 days.
- UAA is going to roll daily.
- We do not have to print out paper and retain, it is in Banner and remains.