

## Minutes for Academic History 11/10/08

Attended by:

UAS Peter

UAA John, Lora

UAF Colleen, Brigitte

Statewide

## Agenda for Academic History Work Team

1. Revisit Electronic transcripts. Talk about the Clearinghouse demo for there services providing electronic transcripts.

John was able to attend the demo with the Student Clearinghouse. Currently the electronic transcript service is not widely used, by joining now we would be able to help develop the service. We asked how would the process for requesting and sending electronic transcripts through the clearing house work. The student would request the transcript as normal; all the requests would go to the person or persons involved with sending transcripts as normal. The transcript people would have a registry of all the schools that accept electronic transcripts. At this point the transcript department will either create the normal paper transcript or a secure PDF transcript though E-visions. Once the electronic transcript is created it is then sent to secure mailbox provided by the Student Clearinghouse for that institution.

At this point the general consensus is to use the Student Clearinghouse's service for providing electronic transcripts. There are a couple questions that need to be addressed. One, what do we need to include in our electronic transcript template, such as school logo and signature. Two, how do we set up the template in E-visions, is this done by statewide or each campus or jointly. Three, do we need additional software on our computers such as E-visions.

I, Peter, will write an email to Mary to find out if she has any additional information regarding joining the Clearinghouse as well as any information as to what needs to be included in the template. I will also send an email to Jane to try and find out more information on the E-visions software regarding the formatting of the transcripts.

Next Meeting is November 24, 2:30.