

Minutes for Academic History team meeting, July 20, 2009

Attended by;

UAS: Peter, Barbara

UAA: John,

UAF: Colleen, Brigitte, Emily

SW: Jane, Mary

Agenda.

1. UAS would like to know how UAF and UAA awards graduate certificates. Do students need to apply for graduation, and does the graduation team check catalog requirements? How are discrepancies handled when catalog and courses taken differ?

UAA students need to apply for graduation, the graduation department checks requirements against the student's graduate plan. If there are discrepancies the students must get a new plan. UAF has similar procedures, students must apply for graduation and requirements are checked against the catalog. If there are any discrepancies there needs a substitution in the student's file. UAS grad cert students do not need to apply for graduation, there cert is awarded when the Registrar's Office receives the IR from the department. However certs have not been awarded if the courses taken do not match the catalog and there is no substitution in the students file. This question was asked to determine what UAA and UAF require from the department to document and substitutions for grad certs so that UAS can create a policy.

2. Hold over from previous meetings is to discuss the purpose of SHR9STD.

It was determined that the report was meant to be used for calculation of GPA for both positive and negative. Sometimes students from other MAUs show up on the report. The team decided that is not that big of a problem as it is just a couple students. The report is considered to be working as intended. John asked the difference between the SHR9STD and SHR2STD. The SHR2STD will allow for more flexibility in the student level. SHR9STD can only be run for UA, UF, US levels.

3. Review SOREMEL to see if this will work for emails when changes are made in SOACURR or do we need to send this to workflow team.

SOREMEL can only be used for mass emails to students, we emails to be sent to the Staff. It was determined that there is no need for the workflow to be created; each MAU can develop their own practice of whom to inform when changes are made in SOACURR. This request originally came out of discussions from the workflow team when brainstorming ideas for workflows to be created. The team decided this is not an item that need to be created and time should be spent elsewhere. I, Peter, will let the workflow team know that this something they can take off their list of possibilities.

Additional items.

John asked about what team or who he should contact to discuss the number of Hold codes and their functions. There is an increasing number of codes and some confusion of how and when they should be used. It was determined that the Registrars will meet to

discuss the codes and then pass the discussion to the BST so each team can be aware of the issue and find a way to cut down the number of codes.