

## **Academic History Workteam**

Meeting Agenda & Minutes

Tuesday, December 4, 2012

2:00 PM – 3:00 PM

1-800-893-8850 PIN: 6384637

Present: **UAS:** Mae    **UAF:** Lillian, Susan, Libby    **UAA:** Patty, Lindsey  
**Kodiak:** Jennifer    **UAS:** Mary, Jane

1. **Follow up: UAOnline transcripts (Susan UAF):** We have had students who believe that what they see on their unofficial transcript on UAOnline is what will print on an official version. We do not include the breakdown of transfer credit in the official transcript, just the totals. Is it possible to put a statement on the unofficial transcript in UAOnline that explains this difference?

Wording for AVOW website: *"Please note: Official transcripts from UA do not include transfer credits from other institutions. Only coursework from UA campuses will be listed."*

Everyone agreed that posting a statement on AVOW would work. The phrasing will be sent to the list serve for the final okay before having Mae post it on the website. No additions will be made to the UAOnline unofficial transcript.

2. **Follow up: Simplification of registration process for non-UA students**  
We have gotten a lot of requests to simplify the process for non-UA students wanting to take courses. We know they can fill out a NODS- but there is nothing that really guides them to that. Would others be interested in perhaps adding a link to the home page that would say something like "Take a course as a non-student" or something that would then link directly to the NODS application?  
Lora provided the wording:  
*On the front page of UAOnline add a link under "Apply for Admission" Suggested Text- "Registration Access Form for non UA Students (use if taking course not for fun or professional development)"*

Lindsey and Patty will work together to work this out because the request would take programming but perhaps some directions instead for NODS students would be useful. We will revisit this subject at our next meeting.

3. **AVOW single sign-on and one step download (Lindsey UAA).**

UAA has completed testing and would like to start the single sign-in because of problems with people completing the 2- email process. This issue has been languishing but the issues in previous conversations were that there was concern over the upload of the signature- but General Council recommended spot checks be done to make sure the documents being submitted were correct. Mae said some other issues were less security, and no way to verify that a student had a hold in Banner and their request would be stopped. Also, there was not a good vanity address for AVOW. It was mentioned that Barbara from UAS had these concerns as well and it was agreed

everyone wanted to hear from Barbara before approving. Lindsey volunteered to speak with AVOW to ask about any upgrades to the issues brought up in the past. Susan also mentioned that AVOW will not allow a married couple to use the same email account- the email addresses must be different and it would be useful to have a note on AVOW stating that fact.

**Other items:**

Libby asked how other campuses were posting incomplete grades and what did they do about the Incomplete form that needed to be turned in. UAF has an issue with faculty follow through and wanted to know what others were doing.

**Banner F2F meeting times:**

Currently Academic History is scheduled from 11-5 on Monday, 8-1 on Tuesday, and 8-11 On Wednesday (but to speak about CourseLeaf specifically). I will ask over the list serve if we truly need to keep both of the Monday and Tuesday times.

**Next Academic History Meeting: Tuesday, December 18<sup>th</sup> 2:00pm**