

Academic History Workteam

Meeting Agenda

Tuesday March 26, 2013

2:00 PM – 3:00 PM

1-800-893-8850 PIN: 6384637

Present: **UAS:** Sheila, Pete **UAF:** Libby, Lili, Crystal **UAA:** Lindsey **SW:** Mary

1. From Mary Gower re: UAOnline feedback:

It took me a few minutes to find where to order an academic transcript, but I did eventually find it. There is a link at the bottom of the unofficial transcript to the status of your transcript requests. I wish there was another link that took you to where you actually do request the transcripts there as well, or at least on the next page that says "you do not currently have any transcript requests."

Shelia agrees that it would help to streamline the process and Lindsay also agreed to help direct students. Crystal and Lili agreed to work on a Task Request. This has been sent out on the AH Listserve for review and will be put forward to the BST for Thursday's meeting.

2. Follow up on single sign on – UAA testing results (other campus further testing results?); McAndrews transcript reappearing in test situations.

Libby has not retested for UAF. Lindsay thought perhaps it was a cache issue and that's why the McAndrews transcript kept coming up but that appears not to be the case for others. Lili will send an email to follow up with Jane to find out why the McAndrew's transcript keeps surfacing when looking at other students.

3. New items?

Lili gave a brief review of our last meeting for those who did not attend and the issue with FERPA and the loading up support documents to AVOW. Lindsey said she had a call into LeRoy Hooker about FERPA rules for this issue and will follow up with AH when she hopefully speaks with him on Thursday. One thing about the uploads from AVOW is that there is a manual piece with those people coming through AVOW where a box has to be checked that consent was received. Lindsay also asked about how these AVOW only requests would be processed. Would they show at the top of the email or who will they be labeled? Is it possible to have a filter included for the daily emails to pull out these AVOW requests. Paul at AVOW said that Statewide could make this change to add another code so sorting would be possible. Will need to ask Jane about having it looked at.

Lindsay also asked about the status of the TR for the online application. Lili was told by one of her staff that the system asked about updating a student's concentration in Banner because an application existed- so has something be changed already? Need to check in with Jane and will bring up at the BST for status of the TR.

Next Academic History meeting: April 9, 2013 at 2:00pm