**CTAM WORK TEAM**
**Agenda**
**Tuesday, May 19, 2015**
**2:00-3:00 p.m.**

**Dial in Number:**    1-800-893-8850

**Participant PIN:**    6384 637

**Attendees:**          UAS – (Recorder) – Trisha
                          UAF – Caty
                          UAA– Mel, Lindsey
                          UA Statewide – Russell, Jane

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1. Discuss TR 312 – GoArmyEd Degree File Upload for Via (SSR2VIA)
   Russell Gillmore is the Statewide programmer assigned to this task request.

   IBM target dates for GoArmyEd Via:
   a. April 4 – initial roll-out with pilot schools to submit all degree information
   b. May 1 – target date for roll-out to all
   c. August 30 – tentative deadline for submissions

   NOTE #1: LOI schools will have initial process where we will update degree information they already have for fully-developed degrees and drop-down degrees.

   NOTE #2: Need to input at least one degree program manually per technical specifications.

   Technical Specifications were sent on April 3rd and are in GoArmyEd Document Repository as 14_Degree_File_Upload_Instructions_v1


2. CTAM Grades Upload – where are we in the process?
   Matt Chandler is the Statewide programmer assigned to this task.

   Matt is working on it and currently putting information in the test environment.

   Jane will let everyone know if this will be available for Spring 2015 grades tomorrow (5/20).


3. AI Portal and degree completion reporting (email received May 15 from AFAEMS Support):

*Greetings Academic Institutions,*

*You are receiving this email because your email address is associated with an "active" AI Portal user account. If you feel you have received this email in error, please let our technical support office know (aiportal@bamtech.net). The purpose of this email is to provide further guidance on the degree completion reporting process.*

*Degree completions must be reported through the AI Portal. Air Staff has approved the use of an official letter in lieu of an official transcript. This letter must show the actual conferral date and be on the institution's letterhead. Schools may continue to upload official transcripts; the letter is merely another option.*

*If you have any questions in regards to the reporting process, please contact the AI Portal helpdesk at aiportal@bamtech.net or call 334-517-6172.*

*Thank you,*

*Hildegard Buan*
*Chief, AF Voluntary Education*

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*The following is a suggested template institutions could use when reporting degree candidates:*

***Institution Letter Head***

***Date of Letter***

*To: Base Education Office Chief*

*Institution Name would like to congratulate the student listed below on the completion of his/her degree. This student has successfully completed his/her program, and the degree has been awarded:*

***Student Name***
***Degree Level*** *(ex. Bachelor of Science in Environmental Management)*
***Conferral date:***

*We request the Air Force update this student's record, to reflect this degree completion. Please submit any inquiries to the contact information below.*

*Respectfully,*

***Signature Block***

4. Other items? No

5. Next meeting is Tuesday, June 16, from 2:00-3:00.