Minutes for DARS Steering Committee Meeting   October 23, 2013

In attendance: Diann Burright, Tim Carey, Helen Graham, Jeanne Logston, Teresa Kahler, Deborah Morris, Paul Castleberry, Roberta Overton, David Ross, Amber Tiarks, Lee Van Brocklin, Jennifer Whalen, Holly Dunlay-Lott

1) Minutes of the 4/16/13 meeting were attached to the agenda distribution.
- Jeanne Logston was added to those attending and volunteering to check audits

2) Introductions were made

3) Announcements
- Amber Tiarks was introduced as the new full time degree audit person
- Jennifer Whalen was introduced as the new part time degree audit person

New Business

1) Timeline for u.achieve implementation
- After 10th day of classes Spring 2014
- In testing process now
  - ❖ Sample audits were passed around

2) u.achieve training
- for users who enter exceptions

3) Adviser access
- Will address confidentiality concerns as a part of training
- Advisers with access to only their advisees will remain that way
- All advisers with OSA permit will be able to run all students in all majors
  - ❖ Q – Can we add advisers, if needed, to each department
  - ❖ A – Yes, as long as they sign the confidentiality agreement
  - ❖ Q – Is there a list of users with OSA permits already
  - ❖ A – Yes, Karen will distribute if requested

4) Changing timeline to match catalog
- Catalog is posted in March
- Final catalog edits to curriculum are due December 1
- If catalog and degree audit are being done at the same time there is less likelihood of something being missed on degree audit and mid-catalog changes being requested
  - ❖ Ag has sent something to advisers asking about timeline

5) Brown bags revisited
- Begin to build a stronger degree audit community on campus

- People who enter exceptions can discuss their tricks of the trade
- Benefit by having knowledgeable users talk with each other more
- Encourage others to engage more in the community
- There was still interest in this
- Will not begin until after u.achieve is implemented

6) Degree Audit basic training revisited
- For all advisers
- Introduce degree audit basic training
- What parts of an audit are called; requirement, sub-requirement, etc.
- How the degree audit works
  - ❖ Still interest in this
  - ❖ Add confidentiality, TCEs, and where to find other information

7) List 1 is adviser list with degree audit information
   List 2 is adviser list by curriculum/major
   List 3 is new admissions
- We know they are used but could lists 1 & 2 be combined and delivered via e-report or file transfer
- ❖ Must be able to manipulate them
  - o Yes from Agriculture, Business, Engineering, and Human Sciences
- ❖ List 3 – Yes from Agriculture, Business, Engineering, and Human Sciences
- ❖ Where sorting and distribution would happen to be decided
- ❖ Will revisit when u.achieve transition is complete

College Reports

Business: Hyperlink with Humanities, Social Sciences, etc on audits
       Still working on some internal issues – will revisit once those are decided

8) Other
- AltId help is available from Karen & Amber if colleges would like to explore this more
- Hyperlinks can be added to audits but the college must let us know when a page changes.

Next meeting is Wednesday, February 12 at 9:30 am in 311 Enrollment Services Center

Respectfully submitted,

Karen Terpstra

Minutes for DARS Steering Committee Meeting   April 16, 2013

In attendance: Diane Bengston, Deborah Morris, Helen Graham, Jane Jacobson, Teresa Kahler, Dennis McCarville, Paul Castleberry, Roberta Overton, David Ross, John Rouze-Luke, Sarah Frette, Lee Van Brocklin, Jeanne Logston, Karen Terpstra

1) Minutes of the 9/19/12 meeting were discussed and approved.

2) Introductions were made

3) Announcements
        a) Engineering is no longer receiving paper copies of the audit

New Business

1) How is it going?
U.achieve update discussed
        a) Target date for implementation was July 15
        b) Asked for testing volunteers – Sarah, Paul, Roberta, Jeanne, David, and Deborah volunteered.

2) Search update
        Amber Tiarks has been hired – began July 1, 2013
        Jennifer Whalen has been hired half-time – July 15, 2013
                Degree audits is sharing her with the graduation area

3) Changing audit timeline to match catalog
        This was discussed but no action taken
        David Ross drafted an email to send to AGLS advisers asking for input

4) Brown bags & DARS speak
        Committee members were responsive to both ideas
        Some said they would consider presenting at future get togethers

5) Senior audits
        Engineering no longer gets hard copies of senior audits

6) Lists 1, 2, & 3
        We asked who still uses Lists 1, 2, & 3 and what they are used for?
        The response was that a lot of areas used them for a variety of purposes
        Could lists 1 & 2 could be combined and delivered as an e-report

There were no college reports.

Respectfully submitted,

Karen Terpstra