

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: **Degree Audit Process Team**

Date: May 12, 2006

Time: 9 a.m.

Place: 4440 Booth Library

Attendees: Sherri Arnholt, Kathy Bennett, Lori Creath, Susan Hankenson, Mary Herrington-Perry, Mike Hubbartt, Barbara Kuykendall, Nancy Mathewson, Betsy Miller, Sarah Newby, Rodney Ranes, Vicki Roetker, Stacey Ruholl, Bonnie Wilson, Monica Zeigler, Tammy Zuber

Note Author: MHP

**Agenda and discussion items**

**1. Announcements**

- The degree auditors completed DARwin training on campus April 11-14.
- DARwin installation is expected to begin the week of May 15.

**2. Discussion**

- **The current degree audit: What do we want to retain? What do we want to change?**

The discussion focused on the following issues:

- Making the audits as easy to read and interpret as possible, by logically organizing the audits, including explanatory notes, and using white space appropriately.
- Providing a semester-by-semester summary of students' coursework at the end of the audit.
- Ensuring that general education shows up for undeclared students
- Encoding transfer articulation so that transfer evaluations are more automated and can be completed sooner (This includes PE activity courses and music ensembles, which should be encoded to apply to the particular major appropriately)
- Clearly marking waivers
- Simplifying residency requirements
- Coding sign language so that it automatically shows the student has satisfied the foreign language requirement

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- Clarifying the foreign language requirement with text that indicates students must have a C average in 2 years of a single language.
- Including “admissions related” and academic standing info early in the audit—foreign language requirement, high school deficiencies, EWP, GPA, etc.
- Distinguishing between course repeats that are valid and those that are not
- Identifying In Progress courses
- Identifying Study Abroad courses
- Creating a degree audit handbook that would detail information that is too extensive to include in the audit itself

**Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
1.	DARS Training	MHP, MH, BK	2-10-06	Completed
2.	H40 Cleanup	MHP & Auditors	3-3-06	Completed
3.	Academic Naming Conventions	MHP & Auditors	3-3-06	Completed
4.	Degree Audit Completion Schedule	Auditors	3-20-06	Completed
5.	DARS Training	Auditors	4-14-06	Completed
6.	DARwin Installation	ITS	5-15-06	Underway
7.	Audit Building	MHP & Auditors	11-30-06	Planned