

**EISE Project Meeting Notes
Eastern Illinois University**

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

Date: October 11, 2006

Time: 11 a.m..

Place: 109 Old Main

Attendees: K. Bennett, L. Creath, S. Hankenson, M. Hennig, M. Herrington-Perry, M. Hubbartt, B. Kuykendall, B. Miller, R. Ranes, B. Wilson

Agenda and discussion items

1. Auditors' progress report:

Auditors detailed their progress at building degree audits. To assist those who will need some help to meet the Nov. 30 deadline, the group agreed to identify "pitch in days." Attendees will email the list-serv with days/times they are available to help others build audits; those needing help will then contact these people to discuss what they need assistance with.

2. ITS progress report:

Via phone, Vicki Phillips indicated that she would be ready to start working on the interfaces late next week and that Mike Hubbartt, who has been focusing on Banner projects, would soon be able to return his attention to DARS.

3. Interface facilitation:

The group identified information it would like "tagged" in Banner so that it can be brought to DARS to facilitate degree audit processing:

- Students
- Catalog year/term
- Courses
- Grades
- Semester and year the work was completed/grade earned
- Major(s)
- Minor(s)
- Options(s)
- Concentration(s)
- GPAs (DARS does calculate this, but should it be brought from Banner?)
- Foreign Language requirement completion status
- EWP essay completion status
- Senior Seminar: Senior Seminars will appear on the degree audits but do not need to be a separate audit entry anymore.

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- Transfer coursework (historical). This needs to include Study Abroad coursework, which should show up on the audits as meeting major and/or elective requirements as appropriate, as well as appearing on the summary of students' coursework by semester.
- Credit-by-exam, CLEP, AP coursework (historical)
- ACT scores: (Some are needed in audits.)
- High school deficiencies
- Waivers (historical)
- Teacher education "admission" info, including Basic Skills exam score, criminal background check, speech-hearing check, etc.
- Status of students' application for graduation
- Thesis (graduate students)
- Comprehensive exam (graduate students)
- Advisor(s)
- College certification officer and phone number

4. The next DARS Process Team Meeting:

Members agreed to demonstrate a completed audit to the larger group at our next meeting in November. Each auditor will bring 20 paper copies of the audit to distribute.

5. Update on the Application for Graduation:

Vicki Phillips reported by phone that other Banner users will be providing her with a script to create this application, which will reduce ITS's work tremendously. She will come to a DARS meeting in the future (probably early next year) to collect input on needed changes to the application.

6. Tips and questions:

Attendees shared a variety of questions. Some must still be discussed in greater detail:

- The convert table was not processing the general education C to G appropriately. The attempted solution was to date range the entry. Attendees were asked to test this solution.
- Second bachelor's degrees. Rodney Ranes offered to send transcripts to any auditor who believes they would facilitate degree audit work. The group also discussed what the contents of a degree audit for second bachelor's candidates might entail but deferred decisions until a later meeting.
- Complicated major GPA requirements: Mary Hennig offered examples of programs that include complex major GPA requirements. She will share more information about these requirements so that the group can assist her to encode them.
- Mary Herrington-Perry reported on items she has addressed since the last meeting, including changing the GPA calculation to report only 2 decimals; encoding the old foreign language requirement to look only for the 2nd course; revising the grade table so that AU grades may result in students earning credit in required courses (NB: This solution may impact other AU courses inappropriately

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and needs to be considered further); and encoding the constitution requirement as a sub-requirement within Social and Behavioral Sciences.

7. Next Meeting:

The full DARS Process Team will be meeting November 9.

Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
1.	DARS Training	MHP, MH, BK	2-10-06	Completed as planned
2.	H40 Cleanup	MHP & Auditors	3-3-06	Completed as planned
3.	Academic Naming Conventions	MHP & Auditors	3-3-06	Completed as planned
4.	Degree Audit Completion Schedule	Auditors	3-20-06	Completed as planned
5.	DARS Training	Auditors	4-14-06	Completed as planned
6.	DARwin Installation	ITS	5-15-06	Completed August 2006
7.	Audit Building	MHP & Auditors	11-30-06	Underway
8.	DARS/Banner Interfaces	ITS	9-1-06	Planning