

Registrar Advisory Council

January 15, 2020

9:00AM, Nighthorse Campbell M24-204 Conference Room

In attendance:

Lara Medley (Office of the Registrar); Charity Moser (Office of the Registrar); Deborah Jackson (School of Medicine); Michele Parsons (Graduate School); Latrice Pettigrew (College of Nursing); Ingrid Summers (School of Medicine); Judy Campbell (College of Nursing); Amy Bello (International Student & Scholar Services); Rachel Wagmaister (Skaggs School of Pharmacy); Susan Kepner (Skaggs School of Pharmacy); Teresa Bauer-Sogi (Graduate School); Vonelle Kelly (Physical Therapy); Karl Davis (Financial Aid); Giselle Cabrero (CHA/PA); Beverly Brunson (Skaggs School of Pharmacy)

Next Meeting: February 19, 2020, 9:00-10:00 AM, Nighthorse Campbell M24-204 Conference Room

1. Introductions of new council members

2. Approve December meeting minutes

- Council unanimously approves minutes.

3. Updates:

- **Parchment Storefront**

- A parallel production front will be put into place on January 23 as a secondary version of the existing link. The Registrar's Office will test to ensure that the configuration is functioning as expected, prior to removing previous version, with new CU Anschutz-specific storefront remaining. The Registrar's Office asks for partnership in encouraging students to set up their new accounts in the storefront with their personal email address (vs. university one) in order to retain access for future orders.

- **Academic Calendars**

- The Registrar's Office thanks those who previously provided calendars for their respective school, college, or program; only a few remain outstanding. All calendars are scheduled to publish early February. Approved calendars will be returned to programs, indicating their approval for proper recordkeeping.
 - The Registrar's Office provided a calendar of deadlines, which lists several events for better understanding of the chronology of events in the academic year of student records. In some instances, the calendar identifies changes in historical timelines (e.g. rolling courses sooner – Summer courses will need to be submitted the Fall term prior going forward).

- **Class Roll/Curriculum Survey**

- Survey to be sent to RAC attendees by end of day January 15 to schools/colleges/programs in order to test class roll prior to live version in early February.

- **State Authorization Reciprocity Agreement (SARA)**

- Result of federal law that indicates any institution must operate according to the laws in location state; i.e. University of Colorado with an operation in Florida must abide by Florida laws. In some instances, state qualifiers are prohibitive to educational operations in that state.
 - Maryland not yet participating in this agreement.
 - Requirements can vary by program: for the College of Nursing, instructors in other states must be licensed by Nursing Board in that state.



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- For CU to be compliant, students are identified based on registration into courses with certain components; checklists are then created for students to identify their physical location.
- **Catalog Implementation**
 - Announced are slight changes in deadlines: For example, Fall 2021 catalog must be ready for publication by April 2021, meaning courses to be ready by March 2021, updates being finalized January 2021 for courses – other work being done in preparation during Fall 2020. Between January-March 2020, the Registrar's Office will be collecting text/content for Leapfrog to create catalog for us to build, to ensure readiness for Fall 2021. Over the next 18 months, the Registrar's Office will be contacting RAC members regarding content/data information to publish.
 - The Registrar's Office presents a spreadsheet of catalog components needed, for example:
 - Welcome from Chancellor, About Campus, About Catalog, Index, Policies, Curriculum data, etc.). This will also include an Admission section; due to decentralized processes in schools/programs, structure may differ compared to other institutions (i.e. CU Denver).
 - Academics: Grading, credits, exams, GPA, academic integrity, grade appeals
 - Registration: will be distinct based on nuances specific to schools/programs
 - Pages for academic programs: will include a page for overview of program, subpages for degree requirements for each degree. This will direct the next module of the software (Curriculum (CIM)) – ultimately leading to degree audit. The listing of courses includes an area for Student Learning Objectives – place within software to house this data. Not all schools/programs use these, but can populate this if known/required by accrediting body.
 - Catalogs will be archived electronically for easy access for students/staff
 - Regarding update/editing process: In October, programs/schools will receive notifications to begin updates. Programs will have designated authors and subsequent approvers (that will show tracked changes), before final routing to Registrar's Office for publication. If needed, catalog pages can link to external sites for specific program concerns.
 - Council members request a report of all active courses delineated by School/College/Program; the Registrar's Office will coordinate providing this data.

4. Open Discussion

- Council members inquire regarding the process to change grades, with discussion on whether the campus should adopt the functionality used at Denver (and other campuses), maintain the current process, or consider leveraging OnBase to support this workflow. With varying approaches across campuses, more discussion on this to follow at a later date.

5. Adjourn

