Registrar Advisory Council

October 16, 2019

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

In attendance:

Heather Peterson (Office of the Registrar); Lara Medley (Office of the Registrar); Charity Moser (Office of the Registrar); Rachel Wagmaister (Skaggs School of Pharmacy); Teresa Bauer-Sogi (Graduate School); Dan Hussey (College of Nursing); Ingrid Eschholz (College of Nursing); Beverly Brunson (Skaggs School of Pharmacy); Melissa Ishida (Physical Therapy); Vonelle Kelly (Physical Therapy); Michele Parsons (Graduate School); Steven Winterbach (Anesthesiology); Helen Macfarlane (School of Medicine); Deborah Jackson (School of Medicine)

Next Meeting: November 20, 2019, 9:00-10:00AM, Nighthorse Campbell M24-204 Conference Room

1. **Introductions of new council members**

2. **Approve September meeting minutes**
   - Council unanimously approves minutes.

3. **Fall Term Startup Debrief: What worked? Where can things improve?**
   - This semester, the Registrar's Office provided two additional reports: a 'No Enrollment Report' to identify students listed as active, but without enrollment, and customized missing grade reports, filtered for each school/program. Additional instruction to schools/programs on how to pull their custom reports was provided the afternoon of October 16th.
   - Class roll for Spring 2020 brought some challenges; for some schools, instructors did not roll forward, whereas others had Fall only courses roll forward to Spring term. In the future, the Registrar's Office will request specific data points from each school/program/department to roll/not roll forward. The curriculum roll within these parameters will also be tested in non-production databases prior to implementation to ensure a smoother curriculum experience for all. The Office of the Registrar continues to work with UIS to determine a cause.
   - The College of Nursing identifies continued need for assistance in supporting and troubleshooting non-degree program/plan stacks, especially when students admit/matriculate to degree-seeking programs. CON identifies 80 students in this situation, needing to be discontinued from their non-degree stacks to allow registration into their degree-seeking programs. The Registrar's Office suggests entering the necessary statues, with a future effective date (last day of program term), and potentially opening access for program personnel to delete term activations when necessary.
     - The Discontinuation process will be discussed at greater length in a future RAC meeting. In the meantime, the Registrar's Office recommends that programs who know they have students with stacks needing to be discontinued should send to the Registrar's Office for cleanup processing. Relying upon the automatic 3-terms of no enrollment discontinuation process is not best practice; school/program personnel should notify the Registrar's Office if/when they become aware of a student going on LOARolli, student dismissal, etc. for immediate notation.

4. **Leave of Absence/Medical Leave of Absence**
   - The Registrar's Office provided council members with version 2 of the Leave of Absence policy. This document to be sent electronically to Council members; feedback via 'Track Changes' requested to support version 3 of the policy.
   - There is a new campus policy relevant to medical LOA's, approved by Chancellor Elliman. A Medical LOA and a future LOA form is currently in draft form. When a student chooses a medical LOA they will be brought to Maxient to provide their medical documentation. Council members inquire regarding the methodology of communication of this process to schools/programs – will have a representative of Case Management present at a future meeting.
   - Some clarifying questions:
     - Council members inquire how LOA's are managed to accommodate dual degree arrangements; per Registrar's Office, there is specific language in the policy to account for these scenarios.
     - Question posed by council on how to manage nonresponsive students; recommendation from Registrar's Office to continue attempts to communicate with students, and document any supporting paper/email trail for student record keeping. All documentation should be scanned/uploaded to OnBase. Escalate nonresponsive student concerns to Case Management when appropriate.
       - **Impromptu OnBase discussion:**
         - Relevant to discussion on saving documents to OnBase, this uncovered a need for schools/programs who would like to learn more about/implement OnBase for their needs:
           - Physical Therapy
           - Skaggs School of Pharmacy
           - Graduate School
           - Colorado School of Public Health
         - Within OnBase/transcript management, Skaggs School of Pharmacy inquires how other schools/programs are leveraging support for transfer credit. For some programs, transfer credit is supported by Denver campus personnel; as a result, the CU Anschutz programs are not always able to view the transfer credits in OnBase due to document class security.
         - Schools/Colleges interested in learning more or leveraging OnBase resources please reach out to UIS OnBase New Customer Information form.

5. **Updates**
   - Certified Electronic Diploma (CeDiplomas):
     - CeDiplomas are the digital equivalent of paper-based diplomas. CeDiplomas are official, portable, and verifiable electronic version of student's academic accomplishment that can be shared with employers, government licensing agencies, family, and any other third party for a lifetime. CeDiplomas have similar value as a transcript in regard to proof of education but different in that it can be shared unlimited amount of times.
     - A CeDiploma has a unique student code; receiving entities can enter a student-specific code on a university website to authenticate the validity of a diploma.

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- o This additional service for students is in the project phase on campus; more exploration/learning to be done by Registrar's Office with more updates to come at the next meeting.
- o The Registrar's Office asks Council members to review their current paper diploma process for possible streamlining and increased security:
  - ▪ Current paper process:
    - Diplomas delivered by vendor (Paradigm) to the Office of the Registrar. The diplomas are the distributed in three ways:
      1. Picked up by school/program for distribution at Commencement/Convocation ceremonies.
      2. Alumni to pick up at their convenience (with photo ID) at the OTR, or
      3. Students request the OTR to mail their paper diploma directly.
    - Historically, campus leadership determined mailing diplomas to graduating students was an undue delay for alumni, and instead opted for in-person delivery. However, mailing diplomas is the norm for most institutions across the country for security reasons, including those within the CU system.
- o When CeDiploma launches, the existing paper business process would continue with plans to discuss how best to streamline in the future.
- o Suggested by Council:
  - ▪ Putting language on graduation application for student to select their preferred method of receiving diploma.
  - ▪ Possibly using online graduation application for non-degree certificate students – or perhaps an OnBase process?
- Academic Catalog:
  - o Earlier in Fall 2019, the Office of the Registrar submitted a business proposal for obtaining CourseLeaf products, including an academic catalog (CAT), and Curriculum (CIM) were both APPROVED. This product is currently utilized at CU Boulder, and will be simultaneously deployed at CU Denver; UCCS uses another vendor for their academic catalog.
  - o Goal to implement catalog effective Fall 2020 with a target publication timeframe of fall 2021. Ahead of this, the Registrar's Office requests schools/colleges begin to review their currently offered programs to clean up inactive/dormant programs, which will also save additional cleanup efforts ahead of HLC accreditation.
    - ▪ Complete the *Plan/Sub-Plan Request* form for each program you would like to inactivate. You can also reach out to OTR for assistance on this process.
  - o CourseLeaf will provide first iteration of a standardized templates for both CAT and CIM. Data will be transferred from CU-SIS into CourseLeaf with the need for OTR and Schools/Colleges to edit prior to publication.
  - o CAT and CIM publication will ultimately leading to the launch of uAchieve degree audit software.
  - o In addition to supporting future degree audits, CIM will also replace existing Course Proposal process with a push-pull of data between CU-SIS and CourseLeaf.
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- o A full implementation plan will be available which will outline timing of training opportunities and collaboration efforts through individualize school/college support.

6. Adjourn