

Registrar Advisory Council

November 20, 2019

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

Agenda

In attendance:

- Giselle Cabrero – CHAPA
- Rachel Wagmaister- DDP School of Pharmacy
- Melissa Ishida- PT
- Vonelle Kelly- PT
- Susan Kepner- School of Pharmacy
- Michele Parsons- Grad School
- Latrice Pettigrew- CON
- Deborah Jackson- SOM
- Judy Campbell- CON
- Dan Hussey-CON
- Beverly Brunson- School of Pharmacy

Approve October meeting minutes: Approved

Update on CeDiplomas

Electronic Diplomas offers students the ability to share their accomplishment with potential employers as well as licensing boards easier and faster than paper diplomas.

- Original go live was targeted for fall 2019 has been moved to the beginning of spring 2020.
- Lara Medley and Barb Sanchez will be the contacts for this project.
- Not moving away from paper diploma. In the future, we will be streamlining how we process paper diplomas.
- For current students, the cost for the CeDiploma is \$10.95. This is a one-time payment and the student will have the diploma file forever. Alumni can also requests electronic diplomas. The cost for them would be \$40. Reason for the price difference is due to Paradigm needing to do more behind the scenes for the orders placed by alumni.
- There is going to be a validation number on the CeDiploma for verification purposes. Employers can go online, enter in the number and verify the diploma. The majority of the licensing boards across the country accepts the CeDiploma.
- Rachel W: Will there be instructions on how to order the CeDiploma? Paradigm will be providing the instructions to our students and it will be in our website (e.g. video tutorial will be posted on our website).
- CeDiplomas will help our international student community well. Most countries sees the diploma as the official transcript vs. USA in which they see the diploma as a ceremonial piece (prefers the transcripts as the official document).

Disciplinary transcript notations

When a student is found guilty by the Office of Equity's [Sexual Misconduct, Intimate Partner Abuse, and Stalking policy](#) the student will have a notation placed on their transcript.



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- The Office of Equity will decide if the student is to be suspended for one year or expelled indefinitely system wide (all campuses). The notation will be on the student's transcript accordingly.
 - Beverly B: What if the violation happened outside of the school? If you do hear about those instances, please include the Office of Equity.
- Transcript notations are vague in nature and will not provide details of the violation. This is an accordance with FERPA.
- If you are admitting a student with a disciplinary transcript notation it's suggested for the admissions office to contact the other school to learn more behind the notation prior to admitting the student.
- Other schools asked: If students do 'XYZ' (not related to sexual violation), can they add this to the transcript? School must contact the Office of the Registrar and legal counsel on how to handle this correctly.
- ❖ Future agenda: Discuss how student status are defined (i.e. suspended, expelled, dismissed, probation, etc.).

[New CU Anschutz transcript storefront update](#)

The Anschutz transcript website will be separating from Denver to create a more user friendly experience

- Go live was scheduled for September 2019, however, testing has not gone as smoothly as we hoped. New go live has yet to be determined.
 - Reminder, once the storefront update is implemented, the students will have to create a new Parchment account. This will be a one-time setup.
- At the time of implementation, Parchment will also be fielding customer service calls. We sent Parchment a list of standard questions students ask along with answers. That way Parchment can take care of the calls accordingly. Escalated calls will be forwarded to OTR.
- A demo will be provided prior to go live as well as the phone number students can call for support.

[Faculty FERPA training \(survey\)](#)

A system wide effort has begun to review the need for non-administrative faculty members who have access to student records, to be provided FERPA training.

- Most non-administrative faculty members have access to some student records such as grades and pronouns, however, they are not provided FERPA training.
- OTR will send out a survey inquiring if FERPA training is provided to the non-admin faculty by the program and when a good time would be during your onboarding process to include FERPA training.
 - Susan K makes sure everyone including residents take the FERPA training. Heather asked if Susan is willing to share her procedure so we can take a look at it and possibly make it campus wide. Susan has HR access and that is why she can check on this.



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M/LOA Update

- Medical Leave of Absence policy has been approved by the Chancellor.
 - Judy would like copy of the MLOA policies. Heather will invite Holly Nelson (Case management) to our next RAC meeting to explain the MLOA process.
- Regular LOA is in version 2 and will include leaves for personal, financial, academic, military, etc. Version 3 will begin next week. Once RAC attending members feel the LOA policy is in final draft state it will go through the following approval process. Please note: this process could take a year.
 - Public comment period via the RAC website
 - ASAL review
 - Mark Heredia, Policy Coordinator Manager, Office of the Provost to draft campus policy
 - Approval by Chancellor
- Currently OTR and Case Management are working together to create one form for all LOA reasons. No timeline on when the form will be live.

Next meeting

December 18, 2019 / 9:00-10:00 AM

Nighthorse Campbell M24-204 Conference Room

