

Registrar Advisory Council

In attendance:

Heather Peterson (Office of the Registrar); Barbara Sanchez (Office of the Registrar); Charity Moser (Office of the Registrar); Michele Parsons (Graduate School); Salina Evans (School of Dental Medicine); Jodi Cropper (College of Nursing); Latrice Pettigrew (College of Nursing); Helen Macfarlane (School of Medicine); Vonelle Kelly (Physical Therapy); Susan Kepner (Skaggs School of Pharmacy); Judy Campbell (College of Nursing); Glenda Robertson (College of Nursing); Amy Hebbert (Colorado School of Public Health); Magdalena Kucharski (Colorado School of Public Health); Giselle Cabrero (CHAPA); Liz Bowen (MD-PhD/MSTP)

Next Meeting: June 19, 2019, 9:00-10:00 AM, Nighthorse Campbell M24-204 Conference Room

Meeting Minutes

May 15, 2019

1. Introductions of new council members

2. Approve April meeting minutes

- Council unanimously approves minutes.

3. Associate Registrar position update

- The Registrar's Office formally announces that Lara Medley, former Registrar of Colorado School of Mines, who brings extensive experience in AACRAO and higher education, has accepted the position, and will begin on June 3.
- At council's inquiry, the Registrar's Office clarifies Lara's role will support the implementation of best practices relevant to curriculum management, policies/procedures, preparation for HLC accreditation site visit, support for unique school/program accreditation considerations, as well as oversight of supervision of daily operations and Assistant Registrars to maintain a smooth running office. She will also be heavily involved in the application of technology in the aforementioned areas as well as others.

4. Discussion: Adding non-instructors to LMS/Canvas

- Through the online agenda submission functionality, the College of Nursing requested a discussion regarding best practices for adding non-instructors and/or faculty mentors to LMS/Canvas systems, inquiring how other schools/programs facilitate this process, and also wanting to learn if additional roles exist in Canvas to support this need. In general, the College of Nursing has been copying content of course shells from previous terms, which precipitated conversations on how to best utilize the Observer role and maintain FERPA compliance.
- The College of Nursing indicates they are seeking best practices on protecting student data privacy (including grades, comments, etc.) while simultaneously managing faculty mentorship and training. CHAPA indicates their program supports this need through the use of the TA role, who holds responsibility for grading information, rolling shells from term to term; while their TA personnel may have access to view grades, this is not needed due to the otherwise limited scope of their role administratively. CHAPA also includes specific language in their student handbook as a means of communication to the students if/when a non-faculty person appears in a Canvas course.

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- The Registrar's Office presented some of the permissions available to existing roles in Canvas, and inquired of the council regarding additional needs. Through this discussion, it was revealed that administrative access to Canvas across schools/programs was inconsistent; review of this would be helpful for the purposes of unifying business processes.
 - Previously, the College of Nursing utilized the Guest Facilitator role in Canvas; they have recently encountered some challenges on this in adding instructors who are not provisioned with a university-domain email address. As a result, the College of Nursing is seeking guidance to better identify what access points are FERPA-protected.
 - The Registrar's Office indicates most data in a course shell can be provisioned (i.e. Directory Information), with the exception of student grades (and other FERPA-protected information). Registrar personnel will meet with OIT to obtain a list of access points from which the Registrar's Office will delineate areas protected by FERPA; hopeful to have this information available for next RAC meeting (June). Also noted by council, some information within Canvas may be subject to intellectual vs. university property regulations.
 - Some areas to clearly designate as FERPA-protected vs. non-FERPA-protected:
 - Mentorship of new faculty member prior to their experience in teach a course
 - Student email addresses (directory information)
 - Discussion threads: considered academic work and therefore FERPA-protected?
- The Registrar's Office will follow up with OIT to present the needs of schools/programs, with intent to learn more about Designer role, and whether this could fulfill needs outside of Guest Facilitator/Lecturer. Additionally, the Registrar's Office can help draft language that supports these initiatives for future use in student handbooks.
- CHAPA indicates their program maintains historical Canvas shells by downloading data each term to a secure file storage.

5. Parchment (3rd party transcript vendor) Update

- The Registrar's Office reports that while CU Denver | Anschutz will remain consolidated for the foreseeable future, the storefronts for ordering official transcripts (Parchment) will be separating into two different websites, in order to support the unique programs and services offered by each campus. This change will alleviate some confusion, and support respective branding initiatives for each campus. The new Anschutz storefront will be housed in the new @CUAnschutz.edu domain for ease of access. This change will greatly improve the service experience for current students and alumni; the only drawback is that the technology involved in separation will delete existing student accounts in Parchment. The new site will include verbiage that directs them to the Registrar's Office for support in creating a new account. The Registrar's Office continues to advocate on behalf of students and alumni to Parchment to identify an alternative solution that will mitigate this concern. Currently students/alumni routinely contact the Registrar's Office to reset their passwords; the Registrar's Office will continue to support students in accessing their Parchment accounts regardless of any technology barriers.
- The current targeted go-live for the separation of storefronts is July 2019, with additional updates to be forthcoming. The Registrar's Office will continue to keep schools and programs apprised as project unfolds, and reminds council members that external links to the transcript ordering page may be disrupted as a result of this transition.

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6. Important May Dates

- With Commencement rapidly approaching, schools/programs who distribute diplomas at their convocation ceremonies or the main ceremony can pick up the diplomas as previously arranged with the Registrar's Office. For other programs, alumni may pick up their diploma, once awarded, at the Registrar's Office, Monday-Friday, between 8:00am-5:00pm; photo identification is required to release the diploma.
- Summer residency/tuition classification petition deadline is May 20th; students identified by the Registrar's Office as potentially eligible for in-state tuition received communication regarding this deadline. Fall residency/tuition classification petitions open on May 27th; the Registrar's Office will be contacting potentially eligible students to notify them of this opportunity to change their residency designation.
- The Registrar's Office requests programs who utilize block enrollment send their registration lists for processing as soon as possible in order to ensure the timely disbursement of financial aid and access to courses. Some council members inquire about utility of block enrollment; the Registrar's Office advises that self-registration is always preferable, based on legality/contract for registration. Additionally, the management of block registration can create a greater administrative burden for schools/programs that is not advisable.
- Applications for Summer 2019 graduation close on June 7th.
 - The College of Nursing indicates some challenges with conducting an annual alumni survey to obtain graduating student email addresses, and how to reach students after graduation; inquiring if this information can be added to the graduation application. Adding this to the application would need approval from other 3 CU campuses, and would still require functionality to disseminate this data to program personnel. The Registrar's Office will meet independently with the CU Anschutz Alumni Relations office to discuss potential solutions to best collect this information.
- Office of the Registrar is currently scheduled to transition to new @CUAnschutz.edu domain effective May 23; however, has requested to postpone this transition in light of the timing relevant to Commencement business processes. If postponing is approved, transition will be delayed until mid-Summer 2019.

7. Open Discussion

8. Adjourn