

Registrar Advisory Council

July 17, 2019

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

Agenda

In attendance: Heather Peterson, Lara Medley, Jennifer Hope, Elena Chappelle, Magdalena Kucharski, Brenda Witt, Amy Bello, Rachel Wagmaister, Salina Evans, Latrice Pettigrew, Dan Hussey, Judy Campbell, Teresa Bauer-Sogi, Michelle Parsons, Ingrid Summers, Helen MacFarlane, Melissa Ishida, Steven Winterbach

Approve May Meeting Minutes

Approved

Spring 2020 Course Roll

Spring 2020 course rollover will happen mid-August.

In past schools have been updating spring term after it is closed to exclude courses from the roll. Heather Peterson recommends keeping spring closed after term is finished so that no historical information can be accidentally changed. The OTR will work on creating a more progressive and Anschutz specific production calendar to support this effort.

Heather will work with UIS to find out what levels of access are available. Nursing was previously able to have access, but others are not. Access needs to be configured uniformly for campus constituents.

Now courses will roll almost 6 months in advance instead of 3 months in advance. This should give schools and programs more time to work before term start.

Incomplete Grades Satisfied Prior to Graduation

Is there someone in each school or program who makes sure that all I's are completed before students graduate? Judy Campbell does it for graduate nursing. Shawna does for Grad School. Salina does it for Dental. Deborah Jackson for SOM. Rachel and advisors do for SOP.

Judy Campbell/Nursing Graduate looks at all transcripts to be totally sure that there are no errors before graduation.

Office of the Registrar will help disseminate information about the missing grade report. There is already one built in PS Query. Elena will ask UIS if there is a public matrix of reports that lists what access is needed to see results of report.

Conferral Date

Conferral date for spring is May 22nd which is actually our ceremonial date. Some schools and programs have mismatches between last day of classes and conferral of degree which is a concern for the National Student Clearinghouse and cause a warning in our last report. Moving forward conferral dates need to be the same day as the last day of the term according to the school's academic calendar. This may cause



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issues with residency programs for SOM students. Schools and programs should talk through if there are any concerns with having the conferral date the same day as the last day of the term and bring those to the OTR attention. December conferral date is the 14th. Rolling graduates and admissions need to evaluate all conferral dates. Office of the Registrar will reach out to continue this conversation.

Sessions

A session is any period of time that is put into our student database—CU SIS—that a course runs. There is a desire to allow multiple sessions that will also allow multiple add and drop periods that will align with Anschutz course offerings. This will impact how/when students receive W grades. Currently we are all operating on downtown Denver campuses calendar for add/drop.

SOM wants to know if this would be optional or required. We can create sessions and tie them to separate careers. Heather has not tested whether or not sessions can be tied at the program level.

Using sessions allows students to add/drop based on percentage of course completion. Academic calendars would include sessions. Latrice P. is curious if one course could stretch across multiple sessions. Heather would like to meet with the schools and programs individually to evaluate the best fit.

There will be a campus-wide policy that will dictate add/drop periods. It will be customized for Anschutz instead of using undergraduate-centric policy from downtown campus.

Leave of Absence Policy

Lara Medley has been working on an LOA policy for Anschutz. All individual course-book policies were researched and compiled at CU Anschutz. Lara and Barb Sanchez have been researching policies at comparable medical campuses and university systems. Also researched what is standard across CU system. These all were pulled into a comprehensive policy for CU Anschutz.

As a group, RAC will meet to discuss initially. The current draft is very far from where we will end up. RAC members please take this back to schools, deans, whoever needs to help make decisions. Medical LOA practices are not specifically outlined in current document for example the fit to return form. Schools may still have their own processes for when to allow a LOA, however, the campus-wide policy will provide a baseline to ensure all students to be treated equally.

Anesthesiology Assistant program is feeling that due to their tight cohort model, LOA policy may not work well. There is a concern about how to bring a student back in to the program and catch them up. SOM suggests forming a promotions committee that can control this.

There will be a secure OnBase form housed behind the student portal. Round 2 will be deciding what data needs to be captured on the OnBase form, and how the workflow should proceed.