Registrar's Advisory Council

Minutes

Date: November 14, 2012

Time: 3:00-4:30

Location: Miller Learning Center room 248

1. Connect UGA Update http://connectuga.uga.edu/

   Jan Hathcote opened the meeting with a welcome and a review of the latest developments of the Connect UGA banner implementation. This project will provide a framework through which numerous functions within UGA will be integrated. She described it as a framework; a large, blank slate that we fill in with our data to make it work at UGA. Our implementation will be different from GA State, Kennesaw, and other system schools. We are talking with these schools, since they've had Banner for over 10 y ears, and they can provide guidance on what works and what doesn't work.

   In the next months, consultants from Ellucian/Banner will be contacting individuals across campus, such as the members of RAC to solicit your input.

2. UGA Incomplete Policy http://www.reg.uga.edu/grades

   Incompletes are intended for students who have made substantial progress in a course but due to non-academic reasons beyond their control, they cannot fulfill the requirements of the class. An example might be a death in the family. Logically, students having made substantial progress towards completing the course should be able to do so within the 3 semester time frame available. This should not be extended.

   True hardships can be addressed to Student Support Services if a student must extend the incomplete grade beyond the 3 semester time frame.

   These are not intended for large groups of students or because an instructor wants to avoid the grade posting deadline.

   It was requested that the Registrar's Office include a notation that students should not register for the course again in which they have an incomplete.

3. Degree Works Update http://www.reg.uga.edu/degreeWorks

   a. Upgrade to 4.1.1. We are making great progress to install and test this, as it provides some excellent new services. One of the biggest is the planner. Advisors or students will be able to project term by term the courses a student should be taking each semester to stay on track for their degree.

b. College Blocks: Our goal is to have every college at UGA have a functional college block. Right now, 7 do, and 2 more are in progress. The college block will provide a space where college-wide requirements are clearly listed and tracked as degree requirements.

c. Credit earned toward graduation- users requested to see the number of credits earned toward graduation. This includes gen ed requirements, major, minor, general electives and college block. Courses listed as I, ER, NR, IP or planned grades are excluded.

It will appear in the Degree Header block beneath Credits Required.

It is currently in testing and we expect it to be ready in a few weeks.

Users asked if there would be combined degree requirements counts for double majors or dual degree students. Unfortunately at this time, Degree Works does not have the capacity to combine multiple degree requirements into one degree program.

d. Custom GPA calculator- Students or advisors can self-select which courses to include in a calculated GPA. These can be used for calculation of Major GPA, Entrance Requirement GPA, etc. http://www.reg.uga.edu/files/degreeWorks/CalculatorGuide.pdf

4. Commencement http://commencement.uga.edu/
Changes to GA terms made since December have moved about 500 students to future graduation terms. Of these, 300 are undergraduate students and 200 are graduate students. This will allow about 1000 additional tickets to be distributed to students' guests to attend the December commencement ceremony.

We are currently issuing 6 tickets for each candidate. After the Thanksgiving break, we plan to release extra tickets. Students will be notified of the procedure for obtaining them via email on Monday, Nov. 26.

To date, we have 1798 undergraduate candidates and anticipate that about 1080 will participate in commencement. Of those, 947 have already collected their tickets.

5. Class rolls and the UGA firewall http://www.reg.uga.edu/facultyStaffServices

Due to the recent security breach, Information Security has taken steps to better protect student records. Thus, class rolls are now placed behind the UGA firewall.

This has no impact on access to class rolls on campus

What this means is that faculty who need to access class rolls through computers off campus will have to take a few extra steps.

Users will have to connect to UGA's VPN (Virtual Private Network) through https://remote.uga.edu . Then they will be able to log into the class rolls. If a user has trouble loading and accessing the VPN, they may call the Help Desk (706-542-3106)

More detailed instructions are available at: http://eits.uga.edu/access_and_security/infosec/tools/vpn

Grade rolls are currently not behind the firewall. Access will be as usual. We do anticipate that grade rolls will also be placed behind the firewall in the future, but it will not be before the Dec. 18 grade posting deadline.

6. Military and Veteran status

On Nov. 6, a survey was distributed to every enrolled student at UGA requesting that they identify their status as a service member or veteran of the US armed services. To date, about 1400 have replied and over 300 have indicated veteran status.

This survey was issued in compliance with a USG request that all system schools begin tracking this information.

Student emails associated with this survey will not be used for third party requestors and the information they share is protected under FERPA. Third parties may have access to aggregate information.

7. E-Grade Changes Demonstration

Lee Pilgrim of the Registrar's Office demonstrated the online grade change program and workflow.

The E-grade change interface will include a video tutorial demonstrating how a faculty member can use their MYUGA log in to initiate a grade change.

Dean's offices will be notified when a student's status has changed. This process is now part of the workflow and will be issued from the Registrar's Office to the designate in the academic dean's office of each college.

Faculty will only be able to select the courses and sections they taught from the drop down menus. Students will be identified by their 810 number and only those students enrolled in the course will appear as eligible to have grades assigned.   810 numbers are required as an additional measure to insure accuracy. Student names may vary, or large sections may have multiple students with the same or similar names, whereas 810 numbers do not change and the likelihood of mistyping an 810 number as that of another student enrolled in that section is very slim.

Once the grade change is submitted, an email is generated for the Department Head or a designate assigned by that department to review and approve the change.

Approved grade changes are forwarded to the Registrar's Office. Grade changes will no longer be routed through Academic Dean's offices.

Upon final processing in the Registrar's Office, an overnight verification process checks for a match on the student record and notifies us if there is a problem.

Grade change requests are valid for 60 days. If they are not approved by that time frame, the request will expire. Reminders are sent at 15 and 45 days. The instructor will be notified via

email if a grade change request expires.   We chose a 60 day time frame to allow for faculty absence due to study or research conducted in areas with little to no internet access.

Faculty and departments will be able to view a history of all grade changes submitted and processed. If a mistake is made in a request, the instructor has the ability to delete a grade change request. Currently we have no plans to purge grade change history in the E-Grade Change system.

Grade changes will be held in a history menu and kept available. You will be able to filter by term and/or course for greater ease in finding specific changes. Instructors will only be able to view grade changes they submitted. Departments will only be able to view all grade changes they processed.

Faculty and departments may also add notes to individual grade change records if there are special circumstances or requirements.

We expect E-grade changes to be available sometime in spring 2013.

Members present believe that this new feature will be a benefit. Some expressed concerns that some instructors will be resistant to logging in and submitting these changes themselves. Some have been allowing office managers to initiate the paperwork, which will not be possible with this new program.

8.   New Business-

Addition of quarter system students to Degree Works is still in progress with an expected completion time in January.

Fixing GA segments is in progress.