Minutes of DegreeWorks Student Educational Planner – UAN Subcommittee Meeting
April 4, 2018

Attendees: Valeria Bates, Donna Watson, Tara George, Rushonda James for Gina Polizzi, Dawn Hiller, Brian Dusel, Becky Hollim, Tiffany Lide, Heidi Waltz, Claire Robinson

Minutes from 03/18 meeting were approved after the correction below to the statement about the soft launch for all colleges/schools. Correction: The Honors College is determining if July 1 date will work and how implementation will work for them.

Tara provided a demo of the 8-semester plan since the 12-semester plan that we will implement is not quite ready for viewing. The demo generated much discussion about double majors, dual degrees, and the primary advisor locking plans. Tara showed the calendar view, which will be the default view, and she showed the process for adding courses to take the place of the placeholders that will show automatically. When a course is added to the plan, the credit hours display from SSC. The minimum grade isn’t populated, but can be identified. Donna suggested that if courses are identified on the audit with a required grade the grade may not need to be identified on the plan. Tara indicated that any data extraction for course planning would come from the locked plan. Adjustments to the plan must be made in Edit mode. Students will not be able to edit locked plans, and the advisor should make changes to the locked plan.

Claire encouraged the team to remember that the focus will be on the 2018-19 incoming students and to create a “punch list” to house more complicated issues like double majors and dual degrees.

The meeting ended with encouragement to emphasize best practices as we focus on implementing SEP in our colleges/schools. Tara indicated that she could probably get access for the subcommittee members to begin accessing SEP to gain some experience with it.

Agenda items for the next meeting:

- Implementation plan development
- Plan approval process (Recommended workflow to share with all colleges)

SEP Punch List
Double majors
Dual degrees
Secondary advisors—how will they make a plan?