# MIS Executive Committee

# Meeting Minutes

Special Topic: DegreeVerify Activation/Training Call

October 20, 2011

**Presenters:** Zachary Ulm & Cheryl Trammell, National Student Clearinghouse

The WebEx teleconference began at approximately 8:35am in the 8th Street Annex Conference Room. Representatives from both SBVC and CHC were present in-person and online.

In-Person Attendees: Keith Wurtz, Joe Cabrales, Marco Cota, Larry Aycock, Mike Tran, and

Everett Garnick

Online Attendees: Veada Benjamin, Julie Ulloa, Steven Silva, Linda Molina, and Corrina Baber

1. Review of Historical Files previously submitted to NSC

•Zachary discussed the historical files submitted to Clearinghouse for both Crafton and Valley. Larry Aycock stated that the number of students with FERPA block seemed high. Zachary reminded us that the historical files contain records from 1984 thru May 2011. Of note is that Valley also had a high number of student records with FERPA block. Zachary suggested that we could review the FERPA blocks and validate or re-run the historical file if it is found that these were flagged or reported in error, prior to NSC loading these Degree records and turning on the DegreeVerify function for SBCCD. Zachary stated that he would perform a query of the FERPA blocks to see if they are mostly within a certain period of time so that we can validate/confirm.

•Currently, the values used to flag FERPA and Financial Blocks in the DegreeVerify process are:

|  |  |  |
| --- | --- | --- |
| Block Code | Value used in DegreeVerify process | From |
| FERPA | NO – Exclude from Directory | BIO ‘Dirctry’ field |
| FINANCIAL | FEES – Unpaid Enrollment/Other Fees | REST (Restrictions) file |

1. DegreeVerify File Submission Schedule

Zachary stated that typically Degree files are submitted approximately 30 days after degrees are conferred. Therefore, we need to determine a schedule for submitting the Degree Files. It is recommended that we submit 30 days after degrees are conferred.

1. Determine Degree Verify Contact Persons

Each College will need to determine who will be the responsible contact for:

*•DegreeVerify Coordinator* – Will this function remain in DCS or will each College be responsible for future

degree file submissions?

*•DegreeVerify Research* – Who will be the primary and the back-up person to research pending verifications.

*•DegreeVerify Online Update* – Who will add new degrees (late awards?) online via Clearinghouse secure website.

It was noted that April Dale-Carter (SBVC) and Larry Aycock (CHC) are currently identified as the User Administration for their respective colleges.

1. Graduate Compliance Reporting Options

There was some discussion of the graduate compliance reporting options, to include a “graduates only” file with our enrollment submissions.

1. Internal Referral Process

Zachary stated that the Clearinghouse has literature to help us get the word out to students and other entities that SBCCD degree verifications will be handled via the Clearinghouse. Some of the literature can be modified by us to make it specific to our internal processes.

Student self-service functions are another activity that will be available once we go live with DegreeVerify.

1. Online DEMO of Clearinghouse

Cheryl Trammell from NSC gave us an online demonstration of the Clearinghouse functions and how to navigate the site to get reports, add new degrees, research and update pending verifications.

1. Graduates Reporting with Enrollment submissions

Zachary noted that neither SBVC or CHC is reporting students with Graduated statuses, and these students are currently being reported as calculated withdraws (appearing on the end of term file/not appearing on the first of term for the following semester). By implementing DegreeVerify, NSC can use our degree files going forward to create a “Graduates Only” file on the enrollment side to give a more complete enrollment history for these graduated students.

OPEN ISSUES FOR SBCCD to RESOLVE

🞎 Validate FERPA block numbers

Zachary will provide a summary, by date range, of the FERPA numbers for Crafton/Valley.

If valid, historical files can be loaded and we can begin using the DegreeVerify services.

If not valid, must re-run DegreeVerify historical files and re-submit; runtime approx. 3-4 hours.

🞎 Identify the DegreeVerify Contacts as identified in III above for each College and notify NSC.

🞎 Develop DegreeVerify Submission Schedule for each College, and email to NSC.