Minutes of Project Graduation Sub - Committee Meeting

Meeting
February 12, 2014
9:30am – 11:00am

Attendance:
Denise Liguori           Pricilla Klymenko
Kim Smokowski           Samantha Ekizian
Hyacinthe Nkurunziza    Monica Postle
Lynne Richardson

1. Assessment of initiative and implementation
   Status Updates
   - Kim reported 19 Change of Curriculum/Catalog year
     o Students were contacted
     o Forms were signed
     o Students are ready to graduate
   - Monica reported 215 Not Currently Enrolled
     o Students were contacted
     o Students are ready to graduate
   - Monica reported 16 students with active Holds
     o Students were contacted
     o Students are ready to graduate
   - Samantha reported 16 students with adjustment of degree requirements
     o Academic Deans approved
     o Students were notified
     o Students are ready to graduate

   Lynne will process the above for December 2013 graduates.

   Lynne will forward the list of students that opted out of graduation to Denise.

2. Initiative/Implementation
   Not Currently Enrolled
   Kim will begin working on evaluating the degree audits of the 1,000+ identified students who are not currently enrolled that have 60+ College Level Credits
   Monica will create an Excel sheet with Kim’s data
   Lynne and Sam will create a draft letter to be sent to students
   Hyacinthe will merge the information for mailing

3. Initiative/Implementation
   Web Site/Forms
   Create graduation@bergen.edu email account – Samantha
   Update WebAdvisor to read “Confirm My Graduation” – Hyacinthe
   Change link on Registration webpage “Confirm My Graduation” to link to portal this page needs instructions – what to do once on portal login page – Hyacinthe
   Research Best Practices on names on diplomas – Priscilla and Denise
   WebAdvisor Confirm My Graduation confirmation page and email need editing – Lynne
   Update Change of Curriculum form to include ready to graduate information – Kim