Minutes of Graduation Committee Meeting

Meeting
October 3, 2013
2:00 p.m. – 3:00 p.m.
Room B 304

Attendance:
Denise Liguori
Hyacinthe Nkurunziza
Monica Postle
Ralph Choonoo
Greg Fenkart

1. **Timing and Synchronicity**

**PROBLEMS/FINDINGS**

The Committee discussed and decided that the Sub-committee Chairs need to bring information back to the Full-committee before decisions are acted upon. This will help eliminate duplication of efforts, contradicting decisions and staggering workload. It was decided that this will be reiterated at the next meeting when Dean Reyes is present because of the overlap of that sub-committees actions with the environmental scanning findings and other sub-committee actions and information.

2. **Sub-committee scope of decision making**

**INITIATIVES/IMPLEMENTATIONS**

It was determined that based on the need for consistent decision making, major recommendations would be brought to the Full-committee for discussion and appropriate VP approvals.

3. **Jackie, Jackie, Jackie!**

**PROBLEMS/FINDINGS**

Denise discussed the need for multiple Sub-committees to utilize Jackie and her staff to run complicated, resource and time consuming programs for data and EVAL retrieval.

**RECOMMENDATIONS**

Two decisions were made based on this fact:

I) All requests will go to Denise first to coordinate timing and to capture timelines for future cycle instruction manuals.

II) Jackie will be removed from her current sub-committee memberships. She will instead act as a consultant for all sub-committees to assist them with graduation related processes that require the support and expertise of Registration and Records Dept.
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4. **One year certificates**

**ASSESSMENT OF INITIATIVES/IMPLEMENTATION**

The Committee discussed the importance of capturing students taking certificate programs in the new processes. Ralph informed the group that the data that he is finding w/in his sub-committee assignments if capturing these students effectively and will not be left out of the procedures.

5. **Best Model found**

**RECOMMENDATIONS**

Hyacinthe discussed a graduation model that his sub-committee found during the environmental scanning process. This model included an interactive “Steps toward graduation” webpage that interfaced with the student records capturing progress toward graduation. It allows students to chart progress, in a checklist format, of personal data including credits completed at 30, 48 and final semester. The page also charts application, review, completion and commencement preparation activities. He explained that the committee still has a few more schools to look at before the research portion is completed. He will report back at are next Full-committee meeting.

6. **Internal communications regarding committee activities that affect grad practices**

**IMPLEMENTATION**

It was decided that at the Divisional Meeting the major components of the committee work will be discussed. Sub-committees will be given a chance to elaborate on progress and field questions to divisional staff. Once changes have been approved and/or new practices are implemented, information and announcements will be made by the area Deans to assure clear and consistent communication path.

7. **Application Deadlines**

**RECOMMENDATIONS**

The Committee discussed the current deadline and had some recommendations:

- The deadline should be a “soft” deadline for the purpose of allowing time to process applications and order diplomas
- Diplomas could be made in house to save both time and money. This will also expedite the process if any changes are needed.
- Soft deadline dates could be changed to the last date that grades are due each semester instead of the beginning of the semester dates that are currently advertised.
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- The language of these deadlines can read as recommended dates to guarantee enough time for application evaluation and diploma creation for each graduation cycle. This could be referred to as “rolling deadlines”, allowing for continuous cycles.

8. General Business

INITIATIVES/IMPLEMENTATIONS
Timelines for advertisements and other committee deadlines were discussed.

9. Next meeting

The October 9th Full-committee meeting has been rescheduled for October 16th at 3:00 p.m. in room B 304.