Project Graduation Data Mining and Technology

Sub-Committee Meeting

May 13, 2014
10:30 a.m. – 12:30 p.m.
L 123

 Attendance:
Denise Liguori
Jackie Ottey
Monica Postle
Kim Smokowski
Samantha Ekizian
Lynne Richardson
Hyacinthe Nkurunziza

Initiative/Implementation

Data Mining Calendar

The sub-committee met to formulate the Data Mining Cycles calendar.

Data Mining and
Related Actions Calendar

Denise will contact Tonia Mckoy, CIE, to obtain information on IPEDS reporting deadlines, to add to the calendar at a later date.

Additional related information:

- Diplomas were ordered in February
- The month of May has a large spike in activity due to May graduation activities, trouble shooting, queries, Commencement activities (including supplying lists to areas outside the Division of Student Affairs) & processing for August graduation.
- The Degree Clearance Process takes place in May, August and January each year.
- Using the program XEGR for data mining will exclude records of already confirmed graduates.

Degree Clearance Process to be used in developing Standing Operations Procedures (SOP) for Graduation SOP

Step 1 - Run EVALS

Step 2- Separate EVALS into 2 categories (a) Program Complete or (b) Program Not Complete

Step 3 – Graduation Process for “Program Complete” EVALS:
  - Student record updated
  - Diploma sealed
  - Diplomas of student with holds extracted
  - Diplomas mailed to students without holds
o Save list generated

o Credentials in student record updated

o Student graduated

**Step 4**—Process for “Program Not Complete” EVALS

o Sub divide into categories with separate actions

  • **Category 1: No**
    - Action—communications sent with information regarding missing courses and next steps

  • **Category 2: Needs some intervention for eligibility**
    - Examples: unresolved incompletes, awaiting transfer credits or CLEP results or pre-registered for the following semester
    - Action—communication sent with resolutions prescription and next steps