



Consolidation Committee
Final Report



Committee Details	
Date:	July 19, 2017
Committee Name:	27 B Registrar
Committee Co-Chairs:	Victoria Eiland, Frances Carr
Functional Area:	Student Enrollment
Functional Area Coordinator: Frank Malinowski/Elizabeth Perkins/Tau Kadhi	

Major Tasks for Committee Tracker from Final Planning Document and Recommendations
<p>Task: Consolidate Admissions, Registrations, and Graduation (undergraduate and graduate) Policies & Procedures</p> <p>Recommendation and/or Action Taken:</p> <p>Recommends the following Latin honors be awarded to all students receiving their Bachelor degrees:</p> <p style="text-align: center;">Cum Laude=3.50 Magna Cum Laude=3.70 Summa Cum Laude=3.90</p> <p>Students receiving their Associate’s degree will receive “With Distinction” honors for 3.50 or higher.</p> <p>Recommends a combined graduation application process that uses procedures from each institution to better serve the student and staff for processing.</p> <p>Recommends following the BOR policy in regards to Academic Renewal.</p>
<p>Task: Determine Grade Reporting Processes</p> <p>Recommendation and/or Action Taken:</p> <p>Institution will follow BOR GA Best procedures for processing & reporting grades.</p>
<p>Task: Address Student Records Policies and Procedures</p> <p>Recommendation and/or Action Taken:</p> <p>Currently neither institution has implemented a scanning process for the admissions files. Therefore, the registrar’s office is continuing to receive hard copy files from admissions. The West campus does have a retention plan in place and follows the BOR retention plan for records. The Registrar’s office is currently speaking with a company about scanning and digitizing West campus files since they have files for students enrolled within the last 7 years. That will help eliminate some of the file issues. Also, admissions has begun to use BDMS and hopes to be fully online by Spring 2018.</p>



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Task: Develop Transcript Specifications
Recommendation and/or Action Taken: We will begin to print transcripts from Banner as a consolidated instance beginning mid-September. We have to wait until the two banner systems come 100% together which will be mid-September. We are using BOR GA Best practices in determining all the info that will be printed on the transcripts. We are also currently working on updating the transcripts with the new ASU info with the direction of Rich Loftus from the system office.
Task: Consolidate FERPA Training
Recommendation and/or Action Taken: Recommends that HR handle FERPA training for faculty and staff and that the Office of the Registrar be responsible for annual FERPA notification for students. The VPAA’s office changed this recommendation and stated that they would be responsible for FERPA training of faculty & staff. The registrar’s office will continue to be responsible for the annual FERPA notification for students.
Task: Address Security Issues- Records
Recommendation and/or Action Taken: The institution has hired a security’s person and I have met with him and working on security for our area. He had no major concerns did make suggestions on moving us forward. We will continue to meet with him to make sure we are doing everything to meet all rules, standards and regulations.

Other/Final Comments (if any):
 Recommends that the highest grade will be used for a repeat course.

 All recommendations are either implemented or in the midst of being implemented.