

Senate Growth and Development Committee
Meeting Minutes 1.26.2018
2:00-3:00 pm
Senate Conference Room, Hall Building

Present: Janet Barnes-Farrell, Tracie Borden, Joerg Graf, Faquir Jain, Louise Lewis, Andrew Moiseff, Kylene Perras, Carl Rivers, Jeffrey Shoulson

Guest: Gregory Bouquot, University of Connecticut Registrar

Minutes from the 10.27.2017 and 11.17.2017 meetings of the Committee were reviewed and approved.

Gregory Bouquot, Registrar spoke with the Committee. He began by providing some background on his career in the Registrar's Office. He has been in this role since September 2017, although he has worked in this office for a number of years.

This year, the Registrar's Office took on the registration/audit functions of the Graduate School. There were initially some concerns about what that means and how the transition would work. Registrar's Office will provide some additional resources since the Graduate School was understaffed in this regard. The Registrar's Office will now take on graduate certificate and graduate degree Audit functions formerly handled by the Graduate School. A challenge is that there are differences in the organization and flexibility of the Graduate School in comparison to undergraduate studies, and the Registrar's Office and Graduate School are coordinating to smooth the transition. This includes transfer of records, documenting auditable requirements, and so forth. Some of the existing Graduate School staff are working in the Registrar's Office on this transition. They haven't had a full cycle yet, it will be important to see what kinds of obstacles arise in this Audit process. The Registrar's Office is working closely with Kent Holsinger on these issues.

In discussion of this transition process the committee raised a number of questions and concerns about challenges that have come up and about which Graduate School functions will be shifted to the Registrar's Office and which will remain with the Graduate School.

The discussion of these issues included the following:

- For faculty who are now being directed to the Registrar's Office about graduate student issues, it isn't always apparent who to communicate with at the Registrar's Office regarding Graduate School questions. The Registrar's Office plans to cross-train ALL of their degree auditors to be able to answer both undergraduate, graduate, and certificate program students, with the goal of easing this problem.
- Regarding functions, the Registrar's Office will do registration, enrollment, auditing, plan of study, transcripts, catalog. They will NOT do admissions, this will continue to be handled exclusively by the Graduate School. Also, Dean of the Graduate School will have sign-off authority to waive requirements as appropriate, particularly in the case of items that are flagged during a degree/certificate audit process.
- The Registrar's Office has been reviewing points of difference between Graduate School and Undergraduate Studies practices in managing enrollment, degree plans, audits and so forth. Plan to work on these challenges and develop some best practices for these processes.
- The move to online forms and approvals/signatures is something that the Registrar's Office generally supports and would like to facilitate. There have been mixed reviews about requirements for wet signatures.

- There was an extended discussion of current practices, best practices, and the role/function/timing of plans of study for Graduate Students.
- The Registrar's Office emphasized that this a work in progress.

Other functions of the Registrar's Office include:

- Records & enrollment services.
- Grade changes, permission numbers, warnings, etc.
- Degree auditing & NCAA Certification
- Plan of study troubleshooting, advisement reports, NCAA eligibility, ROTC verifications
- Scheduling of courses – and finals, permission numbers, room scheduling
 - 10,000+ classes to be scheduled – 188 rooms – this presents challenges.
 - Discussion of the challenges of room scheduling and the process for managing rooms
 - Wait List – can we make it functional – this is not an easily-solved problem
- Curriculum Services, Systems – SA, and Systems – Reporting

The committee raised some questions about several of the Registrar's Office functions and practices, including the following:

- How are determinations made to list a course as distance learning, online, hybrid/blended, service, lecture, seminar, etc. A: That is not determined by the Registrar – it is determined by the department. The Registrar can provide definitions of the different formats, but the department should determine how a particular course should be classified. (Peter Diplock's office is where the "definitions" reside.)
- How is the Registrar's Office handling "preferred name" for transgender students. A: Currently, there is a problem with PeopleSoft (Preferred Name) feeding the original name to external sources; the Registrar's Office is working to resolve this issues.
- Faculty would find it very helpful to be able to print out the photos of all students in a class. Currently this is not possible. The Registrar's Office will investigate whether it is possible to provide this functionality.

The meeting adjourned at 3:00 pm.