RECOMMENDATION

FROM: Classified Senate

TO: President Sperling

DATE: March 22, 2019

Subject/Item: Proactively Awarding Degrees and Certificates

Summary:

The Classified Senate recommends that the college implement a process for proactively awarding degrees and certificates in order to better serve students and increase the number of degrees and certificates awarded each year. After consulting with affected personnel in Admissions & Records (i.e., Student Records Evaluators and Degree Audit/Student Education Planning System Coordinator), Classified Senate developed the following recommendations regarding specific aspects of the process:

1. *Recommendation on How and When to Notify Students*

   Given current staffing levels in Admissions & Records, Classified Senate recommends that Student Services simply notify all current students of the college's new process for proactively awarding degrees and certificates and provide each student the opportunity to opt-out of having their degree(s)/certificate(s) proactively awarded. Ideally, students would be able to electronically submit their decision to opt-out and once submitted, this information would automatically populate a pre-designated form/data field in the Student Information System, Banner. It is also recommended that the notification be integrated into the admission application to ensure that new and returning students are similarly informed and provided the opportunity to opt-out.

   Classified Senate acknowledges that despite our proposed notification process ensuring that all students are informed about the proactive awarding process and given the opportunity to opt-out, there may still be instances when a student perceives or determines her/himself to be negatively impacted once their degree or certificate has been proactively awarded. To help address these rare cases, Classified Senate also recommends adopting the notification process originally proposed by the Student Services workgroup in Fall 2018. (Note, this workgroup was charged with developing a plan for proactively awarding degrees and certificates and was comprised of the following members: Degree Audit/Student Education Planning System Coordinator; Student Records Evaluators; General and Special Programs Counselors; Directors of Admissions & Records, Financial Aid, Office of Student Life, and TRIO ASPIRE; and the Vice President of Student Services.) Their proposed process entailed Admissions & Records automatically awarding degrees and certificates after identifying eligible students. Students would then be notified of the award and referred to the Counseling Division to address questions or concerns. (See attached sample award letter.) This consultation with the Counselor would help the student to better determine whether the award would negatively impact them, and then, if necessary, Admissions & Records could rescind the award.

2. *Recommendation on How to More Effectively Identify Students Who Have Completed or Nearly Completed Their Declared Degree and Certificate Requirements*

To enable Admissions & Records to more effectively identify students who have completed or nearly completed their declared degree and certificate requirements, Classified Senate recommends that the following technology improvements be implemented:

a) Enable reporting from the DegreeWorks Curriculum Planning Assistant (CPA) tool, which would incur no additional cost to the college. This will allow Admissions and Records to generate reports showing each students' progress toward or completion of their declared degree or certificate.

b) Allow students to update their majors in CLASS-Web at all times. Many students have a major declared in Banner that is incongruent with the major she/he is actually pursuing. Allowing students to update their majors electronically and on-demand will lead to more accuracy in declared majors in Banner. If this improvement is not implemented, it will be challenging for Admissions & Records to generate meaningful degree and certificate progress/completion reports via the DegreeWorks Curriculum Planning Assistant (CPA) tool.

c) Track and automatically correct students' catalog rights in Banner. Currently, Banner is not configured to track and automatically correct students' catalog rights. This means that as students establish, lose, and reestablish their catalog rights, information about which catalog the student is following is not being updated in Banner. Tracking and automatically correcting students' catalog rights in Banner will lead to more students having the correct catalog listed in Banner. If this improvement is not implemented, it will be challenging for Admissions & Records to generate meaningful degree and certificate progress/completion reports via the DegreeWorks Curriculum Planning Assistant (CPA) tool.

Note, implementing each of these technology improvements is dependent upon District ITS.

Attached Documents:

- Sample letter sent to students once their degree or certificate has been proactively awarded. This sample letter was created by members of the Student Services workgroup in Fall 2018.

Senate Recommendation:

Classified Senate recommends that the College President approves Classified Senate's recommendation to proactively award degrees and certificates and take action to ensure that the technology improvements listed in 2a, 2b, and 2c are implemented.

By Vote: # Voting Yea ___12___   # Voting Nay ___0___   # Abstaining ___0___

Submitted by Senate President:

Signed: _____

(Noell Adams)

RECIPIENT'S ACTION

Approved   _____   Disapproved _____
Supported   _____   Supported with Amendments (*see comments section below*) _____
Not Supported _____   Referred to:

Comments (if applicable):
<mark>Insert text</mark>

Action Taken on <mark>insert date</mark>

College President

Signed: _____
                 (Dr. Susan Sperling)

Date

First Last Name
Address Line 1
Address Line 2

Dear First Name,

CONGRATULATIONS!

We are pleased to acknowledge that you have completed the requirements for an Associate in XYZ degree from Chabot College.

Your degree is now noted on your transcript, and your diploma has been printed. Below are your options for retrieving your diploma:

- **Pick it up:** You may pick it up at the Admissions and Records Office, building 700 lobby. Please bring your photo ID with you. At this time, you may also purchase a cover for your diploma at the Admissions and Records window for $10. For service hours, visit our website at www.chabotcollege.edu/Admissions.

- **Have someone else pick it up:** If you would like another person to pick up your diploma, you must complete the FERPA release form found on the link below and include a copy of your photo ID. On the release form, check "other" and indicate "diploma pick up." The individual who picks up your diploma will be required to present the release form along with their photo ID.

  FERPA release form:
  http://www.chabotcollege.edu/Admissions/docs/FERPA_ReleaseForm%2010-19-17.pdf

- **Have it mailed to you**: Please send a letter stating that you wish to have your diploma mailed to you. In this letter include your name, mailing address, and $3.50 (check or money order) to cover postage and handling costs. Please write your student ID W# on the front of your check or money order.

We would also like to inform you that this year's Commencement ceremony will take place on Friday, May 24, 2019. More information and an invitation to participate will be sent to you in early March 2019.

Should you have any questions or concerns regarding the automatic awarding of this degree, please contact the Counseling Division at cc-counseling@chabotcollege.edu. Once again, congratulations on your achievement! We wish you success in your future studies at Chabot College.

Sincerely,

Paulette Lino
Director, Admissions and Records