Reverse Transfer and Auto Notation
Banner Coding Meeting
Dole St. Conference Room
March 17, 2014
3:30-5:00 p.m.

Present: Lynn Inoshita, Mei Li Kinney, Farah Doiguchi, Geri Imai, Pearl Iboshi, Henry Sakata, Susan Nishida, Gary Rodwell, Peter Quigley, Suzette Robinson

Goal: Ability to pull data on the number of Reverse Transfer and Auto Notation Credentials

The purpose of this meeting was to reach an agreement/consensus on the creation of Banner codes to track automatic notation credentials. Banner Central received two different requests for an AC graduation status code with two distinct descriptions (auto conferral vs. auto certificate) so this meeting was scheduled to clarify how the codes will be used and what population they will represent.

Gary explained his methodology for identifying students, via STAR, who have met degree/certificate requirements and are/will be eligible for a credential (degree or certificate). The diagram (from the document entitled: UH Community College suggested Reverse Transfer Graduation Workflow, version 1.0) on page two groups the various scenarios into 5 categories. Three of which will be coded as follows:

**Group #1: Reverse Transfer**

This graduation status code (RT) has already been created in Banner. This group consists of students who are at the 4-year campus who have completed the requirements for the associate’s degree.

**Group #2: Automatic Conferral – Completed**

This group consists of students who are currently enrolled and, based on their current declared program (major and degree objective), have completed the requirements for a lower level certificate (child certificate) enroute to completing the declared program requirements. The proposed graduation status code is AC = Auto Complete.

**Group #3: Automatic Conferral – In-Progress**

This group consists of students who are currently enrolled in courses that will fulfill the requirements of students’ declared program (major and degree). These credentials (all certificates and AS/AA degrees) are considered “terminal”, meaning that this is the student’s declared program of study (degree and program). The proposed graduation status code for this population of students is AI = Auto In-Progress

**Group #4 & #5: No codes needed**

It was deemed that no codes were needed for groups #4 and #5.
Coding groups #1-3, will enable campus and system IR staff to extract the data from ODS for counts and for tracking data over time for further analyses. Henry confirmed that the graduation status code field has been brought over in ODS.

All codes will be put into Graduation Status field in the degree maintenance form (SHADEGR)

The importance of aligning these student success initiative efforts with existing policy was discussed, and a revision of UHCCP 5.205 will be tackled next.

Next steps:

1. G. Imai will work with registrars for input on revision of UHCCP 5.205
2. S. Robinson will send revised UHCCP 5.205 to academic leaders for feedback
3. Representatives from UHCC and UH system will
   a. develop steps for process, including but not limited to, identification of students who opt out
   b. clarify terminology e.g., parent-child, terminal, non-terminal) when appropriate
   c. develop timeline for implementation
      1) Banner--create new codes
      2) ODS--review reports to accommodate new codes
      3) Communicate to campuses when codes may be used