

**Mohawk Valley Community College  
Recommendations, Actions, and Responses  
Degree Audit Design Team**

**RECOMMENDATIONS**

**Credit Evaluations:**

1. That the Transfer of Credit be done centrally to standardize granting transfer credit from other colleges to MVCC and among the students attending the institution. The re-evaluation of credit should also be centralized. “Now, more and more institutions employ a transfer credit coordinator, whose job is to facilitate and preserve (and sometimes mediate) through course evaluations. Having a permanent record of the transferability of a course -not just for the student who already completed the course but also for students who might take it in future means that the course is now articulated, not merely evaluated.” (The Registrar’s Guide: Evolving Best Practices in Records and Registration, p268-269).

**ACTION – A Coordinator of Transfer Services position was included in the 2010-11 budget and filled in fall 2010 with primary responsibility for centralizing credit evaluations.**

2. That MVCC implements the Banner “Transfer Articulation” module to facilitate and standardize the transfer of credits from other colleges. This will help to standardize the evaluation and articulation of courses. The implementation of “Transfer Articulation” may also show major benefits in DegreeWorks.

**ACTION – The Transfer Articulation module in Banner has been activated and implemented during 2011.**

3. That MVCC make use of their web site to market the transferability of courses and publicize which courses are equivalent courses once the courses have been articulated. This will help students make a decision if they want to transfer to MVCC.

**ACTION – The transferability of courses has been greatly clarified through the SUNY website (include hyperlink) and the transfer pages on the MVCC website have also been greatly expanded to provide students with better information on course and program transfer (include hyperlink). Transfer Equivalency System through College Source has been purchased and tables for five most popular colleges from which students transfer to us have been built.**

[http://tes.collegesource.com/view/tes\\_view01.asp?rid={68B23DC5-7BA5-42B0-B0BC-4D1BEF3D045A}&aid={F3E4BE06-08FD-4E6D-8907-F522F7731E83}](http://tes.collegesource.com/view/tes_view01.asp?rid={68B23DC5-7BA5-42B0-B0BC-4D1BEF3D045A}&aid={F3E4BE06-08FD-4E6D-8907-F522F7731E83})

**Anticipated activation in early Fall 2011. SUNY website currently refers to individual colleges.**

**Degree Audit/Advisement:**

**RECOMMENDATION:**

1. That DegreeWorks at MVCC be made available to students and advisors to follow up on degree requirements and be used as a consistent tool for advising.
2. That MVCC make available training for Deans, advisors, faculty and student on the effective use of DegreeWorks.

**ACTION – DegreeWorks is being piloted and implemented during the 2011-12 academic year with significant training experiences for all users of the program.**

**Change of Majors/Re-matriculation:**

**RECOMMENDATIONS:**

1. That there should be one point of entry for all students (matriculated and non-matriculated) where processes and communication to all students can be done consistently. Thus, rematriculation may be changed in name to Re-Admission to the college.

**ACTION –No action to date. Will be revisited in 2011-12.**

2. That MVCC makes a serious commitment to utilize technology to facilitate processing new, transfer and returning students.

**ACTION – A new online application will be launched in fall 2011. Also, Onbase for scanning and tracking is part of same launch.**

3. That MVCC rethink and review the Change of Major process and make use of available technology to simplify and streamline the process.

**ACTION – Refinements of a draft model of Change of Major process will simplify and streamline student experiences.**

**Graduation Certification:**

**RECOMMENDATIONS:**

1. That the Certification of Graduation be done centrally to standardize the process of approving degrees and certificates.

**ACTION –New DegreeWorks program will simplify certification.**

**In addition, the committee is submitting the following recommendation:**

1. That the college makes a commitment to become paperless starting with the intake of students applying for Admission or Re-matriculation to the college and extending through all the departments at the college.

**ACTION – The Admissions Office has completed the initial phase of imaging the entire paper process for admitting students in 2011-12 and will begin working on archiving previous years and establishing workflow procedures to follow the 2011-12 class of new students through advising, financial aid, registration and business office processes.**