

## Final Report on the Block 6, 2018 Project: Banner-based Graduate Student system

### Project Charge

Recommendation 5 of the college's Strategic Plan emphasizes building and sustaining workplace excellence through strong communication, vibrant collaboration, and organizational transparency as strategic assets. To create an excellent workplace, we must be in a continuous improvement mode, seeking the most effective and efficient ways to do the business of the college. One current process that is ready to be improved is the process by which Graduate Students are registered, billed and awarded financial aid.

This block project will implement a Banner-based system for registering, billing and awarding financial aid to graduate students in the 500 level courses, tied to the graduate tuition rate of \$3,600/block for all terms: summer, fall, and spring. The revenue from the tuition will fund the graduate budget (org 154005). Ideally, the work will be concluded in time for pre-registration in Block 7.

### Proposed Team membership

Mike Taber, Chair, Education Department

Deb Mortenson, Education Department

Kara Taber, Education Department

Phil Apodaca, Registrar

Amy Ingalsbe, Student Accounts

Enid Ruiz-Mattei, Finance and Administration

Emily Chan, Dean's Office

Shannon Amundson, Financial Aid

### Project Action Goals and Status:

- To code 500 level courses to a tuition charge of \$3,600/CC unit. For example, a 0.25 500 level graduate course would be billed \$900. - **COMPLETE**
- To determine appropriate add/drop deadlines – same as undergrads – **IN PROGRESS; EXPECTED COMPLETION IN BLOCK 1**
- “Block” enrollment for MATs, since coursework is largely pre-determined – **COMPLETE FOR INITIAL LICENSURE; IN PROGRESS FOR LITERACY SPECIALISTS**
- To link ED479 and ED579 to a flat rate charge of \$4000 (this is “student teaching”) - **COMPLETE**
- To establish a registration system and timeline that is consistent with the MAT schedule - **COMPLETE**
- To establish a billing cycle consistent with the MAT schedule - **COMPLETE**
- To establish a protocol for awarding financial aid - **COMPLETE**
- Have appropriate codes for the National Student Loan Clearing House – **IN PROGRESS; UPDATE FROM REGISTRAR EXPECTED BY SEPTEMBER**

### Accomplished to date:

- New Graduate Programs Budget
- A graduate student full time enrollment is defined as 1.5 CC units for Fall and Spring and 1 CC unit for Summer.
- COI memo on courses for Block 6 faculty vote

**Additional, Related Tasks that Still Need Resolution**

- Development of and implementation of an online application, registration, and tracking system consistent with undergraduates
- Shared calendar for regular meetings with registrar, student accounts, and financial aid
- Final adjusted budget for 2018-19 MAT Cohort (expected mid-August)
- New policy on MAT Spousal tuition remission benefit (meeting schedule for mid-August)

**MAT Program Calendar**

	MAT for Initial Licensure		Literacy Specialist	
<b>Date</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
December 1	Early Action Application Deadline		Early Action Application Deadline	
February 15	Regular Decision Application Deadline		Regular Decision Application Deadline	
March 1	Admission Letters Mailed		Admission Letters Mailed	
April 1	Acceptance Deadline		Acceptance Deadline	
May 1	Registration Begins		Registration Begins	
~ June 1	Start of Classes		Start of Classes	
Fall	Classes continue		Classes continue	
Spring	Classes continue		Classes continue	
May		March at graduation (degree pending)		Registration for Year 2 class in May
Summer		Capstone Class		YEAR 2 Literacy classes begin
Fall				Classes continue
Spring				Classes continue
May				March at graduation