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**Edison State College**  
**Follow-up Report for February 6 - 16/Consulting Visit**  
**February 17, 2011**

**Account Information**

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**Distribution**

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**Objectives**

The purpose of this visit was to provide Edison State College with the following:

- ✓ Review of developing requirements in CAPP
- ✓ Rebuild selected programs to meet the specific requirements that were in place from year to year going five years back
- ✓ Review of CAPP issues

The Registrar and other Edison State College staff participated in review of CAPP forms and processes.

**Progress Report****Accomplishments**

In attendance were representatives the Registrars' Office, staff members from IT, and Academic Advising personnel.

**Banner Forms and Processes Reviewed**

CAPP concepts reviewed:

1. Captive versus Non-Captive
2. Reuse Indications
3. Priority Numbers
4. Dynamic Parameters
5. Qualifiers
6. Concurrency
7. Student Adjustments
8. Using Groups

### Validation, Control and Rule Forms:

1. SMAPRLE
2. SOACURR
3. SOACTRL
4. SMAPROG
5. SMAALIB
6. SMAAREA
7. SMAGLIB
8. SMAGROP
9. STVACTN

### Application and Query Forms

1. SMICRLT
2. SMARQCM
3. SMASADJ
4. SMASARA
5. SMASLIB
6. SMISLIB

### Processes

1. SMRRSLT

### **Accomplishments**

Edison State College staff members navigated Banner through all CAPP requirement adjustments throughout the week of 2/13/12 – 2/16/12.

The following CAPP components were reviewed:

- Creating programs on SMARPLE
- Creating curriculum rules on SOACURR
- Creating program requirements on SMAPROG
- Creating areas and corresponding qualifiers for dynamic areas on SMAALIB
- Creating area level requirements on SMAAREA
- Executing waivers, substitutions in Student Adjustments
- Substituting a course for a course attribute requirement on SMASARA
- Recording supporting text for student adjustments executed

Requirements for the last five years were completed and tested for the following programs in the production database:

- Associate of Arts
- AS in Business Administration and Management
- AS in Accounting
- AS in Para Legal
- BAS in Supervision and Management
- BAS in Cardio Pulmonary
- BAS in Public Safety Management
- BAS in Public Safety Administration
- BAS in Criminal Justice
- BAS in Crime Scene Investigation
- Emergency Medical Technician

- Fire Science Technology
- Drafting and Design
- Computer Programming
- Paramedic Certificate
- Elementary Education
- Associate of Science in Nursing Basic
- Associate of Science in Nursing Advancement
- Bachelor of Science in Nursing

Requirements for the last five years were completed and tested for the following areas in the production database:

- Associate of Arts Core Requirements
- Free Electives
- Writing Intensive requirement
- Business Administration and Management General Education
- Business Administration and Management Core
- Business Administration and Management Electives
- Accounting General Education
- Accounting Electives
- Accounting Core
- Para Legal General Education
- Para Legal Core
- Para Legal Electives
- Supervision and Management Major
- Supervision and Management Required courses
- Bachelors degree free electives
- Cardio Pulmonary Required courses
- Cardio Pulmonary Major
- Public Safety Management Major
- Public Safety Administration Major
- Public Safety Required Courses
- Criminal Justice General Education
- Criminal Justice Core
- Criminal Justice Career Core Electives
- Criminal Justice Electives
- Crime Scene Investigation General Education
- Crime Scene Investigation Core
- Crime Scene Investigation Electives
- Emergency Medical Technician General Education
- Emergency Medical Technician Core
- Fire Science Technology General Education
- Fire Science Technology Core
- Fire Science Technology Career Core Electives
- Fire Science Technology Electives
- Drafting and Design General Education
- Drafting and Design Core
- Drafting and Design CAD option
- Drafting and Design Building Construction Option
- Drafting and Design Civil Engineering option
- Computer Programming General Education
- Computer Programming Core
- Computer Programming Career Core Electives

- Computer Programming Electives
- Paramedic Certificate Core
- Elementary Education Major
- Elementary Education Requirements
- Elementary Education Electives
- Elementary Education Test Requirements
- AS Nursing Basic General Education
- AS Nursing Basic Core
- AS Nursing Advanced General Education
- AS Nursing Advanced Core
- BSN Nursing General Education
- BSN Nursing Major
- BSN Nursing Natural Science
- BSN Nursing Required Courses
- BSN Nursing Electives

<b><i>Progress Report</i></b>
<b><i>Decisions Made and/or Actions Taken</i></b>

1. In rebuilding requirements at the area level for the last five years, Edison will delete all area detail requirements back to the term code 200810 and then update the requirements going forward through 201210.
2. Because the Course Catalog uses terms such as "Accounting related" or "Business related" as opposed to subject codes such as ACG or GEB for the Business Administration and Management program electives, the decisions was made to enter all business related subject codes with a course range as opposed to specific courses in SMAAREA for the electives requirement. In this case, if departments create courses after the catalog term for which the requirements are created, they will still be used by compliance.
3. Most of Edison's program should be maintained as Captive programs.
4. Edison has one to one correlations between the programs and majors in their curriculum rules; therefore most of their associate degree programs will be Captive.
5. Edison will use the AA General Education area for all of their Bachelor degree programs since the requirements are identical.
6. Due to the amount of credit hours required in the specific programs, it was determined that the Free Elective area was not needed for the following programs:
  - AS Business Administration and Management
  - AS Accounting
  - AS Para Legal
7. Edison has replaced many of the specific courses in their electives areas with ranges of courses based on subject codes and course numbers.
8. Edison has added an Eliminate and an Add value to the Student Adjustment Action validation table, STVACTN.
9. In the case where the requirement is represented by a range of courses, Edison will need to execute substitution student adjustments in SMASARA instead of SMASADJ.
10. The general education communications composition rule will need to be designed without sets and subsets as well as minimum required hours for the 1320, 1670 and 2061 in order to get compliance to use the courses when 1101 and 1102 are transferred from a quarter term college.

11. For the fall 2008 academic year, the Criminal Justice Career Electives area is designed with two rules representing the Academic Bridge and the Crime Scene Investigation concentrations.
12. The Criminal Justice Elective area has been removed from the program for the fall 2008 academic year.
13. Because the three options in which students in the Drafting and Design program can concentrate are not identified on the general student record, the requirements for options are created as groups. These groups are attached to an area with same set different subset relationship. Also, all three groups use a "Both" reuse indicator for courses that will satisfy requirements for more than one group.
14. Currently, The Paramedic Certificate program has two separate values in SMAPRLE and two curriculum rules in SOACURR. For Admissions purposes, one of the curriculums is stopped as of the term code, 201010. The other curriculum started before the 201010 term code. Due to this, both programs will need to co-exist for a certain amount of terms. While these programs co-exist, the requirements should be exactly the same for both since students could have either the EMTP or EMST major code. Requirements should not be designed in Degree Works for the EMTP major code as no new students should be admitted with that curriculum.
15. On occasion, a department will include a new course to a set of program requirements before it is approved by the Florida State Board of Education. Once the course is approved by the state, the college may need to change either the subject code or the course number. These changes will need to be maintained in CAPP.

<b>Attendance</b>				
<b>Name</b>	<b>Department</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>

<b>Action Items and/or Assignments for SunGard Higher Education</b>				
<b>Date Assigned</b>	<b>Description</b>	<b>Owner</b>	<b>Critical Date for Completion</b>	<b>Status</b>

*Status: New, Open, Completed, Cancelled, Deferred*

<b>Action Items and/or Assignments for Edison State College</b>				
<b>Date Assigned</b>	<b>Description</b>	<b>Owner</b>	<b>Critical Date for Completion</b>	<b>Status</b>
2/10/12	Edison State College needs a staff member to execute	Registrar Office		Complete

	changes in CAPP requirements based on the catalog from year to year. This individual should execute the changes in Banner during the 2/13/2012 consulting week.			
2/17/12	The department for three health programs; CVT, Respiratory and Dental Hygiene, would like to update the requirements for these program to accept more variety of courses to satisfy the requirements starting with summer 2012 term. The department would also like to include the degree evaluation for students who have started earlier than the summer 2012 term but are graduating in the summer of 2012 term.	Registrar Office	To execute this change as the department wishes, the general student record curriculum for all of the graduating students in these three programs would need to be updated to include a catalog term of 201230, summer 2012. This would also mean that these students are not graduating with the program requirements that existed when they started the program. The question should not be "Can this be accomplished in Banner?" The question should be "Should this change be executed?"	

Status: New, Open, Completed, Cancelled, Deferred

## Concerns / Decisions to be made

Description	Owner	Target Date for Closure	Action Plan
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## Other

N/A

*Supplemental Documents Attached*