

Action items from ATC Steering Committee Meeting

E-Transcript Update

- Sent email regarding the EMIS data elements for Ohio e-Transcript Initiative
- Sent email to Admissions, CIO's and Registrar's announcement on e-Transcript grant recipients.
- **Possible action item:** For consideration is a committee for e-Transcript initiative
- Pilot testing needs to have USO institution involvement, not only high schools in Ohio
- A list of the high schools that have signed up with Parchment/Docufide was sent in January, in addition this information will be posted and updated in the future on the planned e-Transcript website.

Knowledge Base

- Knowledge Base mock-ups were well received and updates will continue to be added to push progress toward a working demo for May.
- Suggested action item for Knowledge Base includes coming up with a *What's Hot Link*, twitter feed for updates, and having ability for institutions to contact each other about articles.

ATC Summit

- Changes to Agenda should reflect Jack Miner & Kevin Sosa presenting on e-Transcript Initiative
- Consideration to add Reverse Transfer Initiative to agenda
- Focus for summit to be on cost savings, connectivity & efficiency of being connected to the ATC
- Need to add a section and leader for an "other" section for breakout sessions (Jenzabar)

Reverse Transfer

- Consideration was brought up for the National Student Clearinghouse to pull course audit/information
- Suggestion was brought up to cache the field for CWID (Credit When It's Due) so as to capture transcripts and separate them into groups of CWID and normal transcript flow.
- Waiver language (for Reverse transfer) and when student should sign form to authorize release of transcript. It was agreed that it should be done at the point of Admission to university.
- Still a point of consideration is the loss of revenue if students do not pay for reverse transfer transcripts.

Operations Policy

- There is a need for a plan on how to handle announcements such as downtime or service interruptions. Also to be included are conditions for how institutions handle disconnections from the ATC. There is much work that needs to be done on the development of the operations policy.

- There needs to be consequences for not following the policy (yet to be developed).
- Follow up letter about going paperless should be drafted and sent out soon