Memorandum of Understanding (MOU)
Between Office of Academic Affairs
And
Registration and Records

Reference: Build an automated/online major change mechanism that includes the ability to enforce the requirement for UG students to declare a major by the time they earn 90 credits

I. Purpose

This MOU outlines partnership roles and responsibilities for implementation of the Provost Challenge project: Build an automated/online major change mechanism that includes the ability to enforce the requirement for UG students to declare a major by the time they earn 90 credits

II. Project Description and Key Project Outcomes

Overview:
Build a real-time, accurate, Banner integrated solution that displays a student's current major, degree program and catalog year, and prompts them to verify/or change each term. Ensure that undergraduate students have declared a major according to PSU's major declaration policy.

Key project outcomes (as agreed by Project Lead and Vice Provost):
1. Build a technical solution for students to submit a major/degree change in real-time using banner self service (banweb). This outcome will be achieved, if students are able to log into banweb, submit a change of major and immediately see information related to their new current major (including being able to register for major-restricted courses).

2. Leverage technology (2) to enforce the practice detailed in (1). Namely, each term, require students who meet the requirements to declare a major using the online process.

III. Funding
The project team will be funded up to $5,000 to achieve the outcomes established for this project.
Vice Provost for Academic Innovation in consultation with Provost and the appropriate dean may increase, reduce or terminate funding for this project.

IV. Funding Agreement Terms
The funding agreements in this document are contingent upon completion of the proposed project as describe above. Changes to the agreements, timetables or funding will be based on written agreement between the College/Department and Office of Academic Affairs designees. OAA will provide an index code that will be used for funding of this project. There will be no transfer of funds.
V. Resolution of Disagreements
In the event of a disagreement that cannot be resolved by the parties, resolution will be through agreement of Vice Provost for Academic Innovation and the Dean of the Department's College or Director of the Unit.

WITNESS WHEREOF, the representatives have signed this Memorandum of Understanding on the 

5th day of February, 2015

Cindy Baccer, Project Lead, Registrar, Enrollment Management & Student Affairs

Sukhwant Jhaj
Vice Provost for Academic Innovation and Student Success

Enclosures:
- Copy of reThink PSU: Provost Challenge project proposal
#136 Build an automated / online major change mechanism that includes the ability to enforce the requirement for UG students to declare a major by the time they earn 90 credits.

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Inspiration Challenge

Abstract/Summary
Build a real-time, accurate, Banner integrated solution that displays a student’s current major, degree program and catalog year, and prompts them to verify or change each term. If the student has 90 or more credits, this solution should also ensure that they have declared a major and degree program.

Introduction
Our current 90 credit declared major policy has no teeth and as a result, many students fail to notify us of their educational plan, making it impossible for us to know if they are progressing and meeting key milestones. Additionally, our current change of major process is a manual one, where the student enters a major change and then staff manually perform the changes in Banner.

Impact/Significance
Creating an enforced and real-time major change process would increase the quality of our student academic plan information allowing for better advising, interventions, analytics, etc.

Approach and Strategy
Leverage the existing technology used to nag banweb users about emergency contact information and build upon it to target a question to students regarding their academic plan. Currently, from a high-level technical perspective, each time a user logs into banweb a flag is set saying that they have done the emergency contact info. With a marginal amount of more complexity, a query could be run each time a user logs in to determine:

1. Is the user a student? If not, then display nothing regarding academic plan.
2. If they are a student, and have fewer than 90 credits then display their current academic plan, but allow them to advance without completing the question. (Or force them to answer “unsure.”)
3. If they are a student with 90 or more credits and have not completed the academic plan information within the last year (or whatever timeframe we decide is appropriate), force the user to select an academic plan (major + degree type) before allowing them to proceed to registration or other banweb services.
4. Responses would then flip a flag so that students would only be asked these questions on the appropriate timeframe.

On the automating major change front, we would need to look into the Ellucian/Banner best practices, but worst case scenario, we
could explicitly map out exactly what the staff members are manually doing, decompile the Banner forms to see what is technically occurring and build an automated analog to the manual process that would be executed on demand when the student changed their major.

Milestones
- April 1, 2013 – Finalize all decisions for which populations this is required for, how often, and what their options are.
- April 1, 2013 – Finish investigation into Banner major change processes. How does Ellucian see it? What are other schools doing?
- May 1, 2013 – Complete implementation v1. This date will catch Summer registration (May 6) and will give a few weeks before the heavier Fall registration begins (~ May 14).
- May 14, 2013 – v2 Live in time for Fall registration based on v1 feedback.

Benefits
More accurate information regarding student academic plan. This is a huge benefit to the university in terms of advising, course planning, budgeting, etc. and also to the student so that they can see progress towards completion.

Consequences
Continued incomplete information, which hinders our abilities to help students better navigate their educational plan (thus driving up costs, driving retention and graduation down).

Needs Assessment
Download (http://www.rethink.pdx.edu/sites/default/files/136-NA_1.doc)

Inspiration Challenge Only
From the student success initiatives, here are the ones that this proposal would most directly impact:
- Assess the Effectiveness of Existing Academic Policies, Procedures, and Services: We would be finally enforcing a long standing university major policy.
- Support Early Identification of Students at Risk – One major factor is students not completing certain milestones which is more difficult to determine for students without academic plans.
- Intentional Advising and Charting a Pathway to Degree Completion – Good academic plan information is mandatory for this Initiative.
- Improve Communication with Students – Provides real time feedback to students and displays their current major for them each term.
- Make Student Success Data Available at Unit Level – Academic plan information is mandatory for this Initiative.
- Manage Capacity of Programs and Course Offerings for Timely Progress to Graduation - Need to know which students are in each pipeline in order to do this successfully.

Tags
21st Century Student, Policy Change, Process Change, Reduce Credit to Degree, Undergraduate,