Agenda

• Introductions to New Staff and General Announcements
• Short Winter Break and Fall Grading Deadline
• UCSB Answers Knowledgebase Project
• Recent System Enhancements
• Course Waitlist System
• UC Online Updates
• Degree Audit Updates
• Complying with FERPA in the Digital Age
• UC Systemwide Records Retention Policy Changes
• Changes to Veterans Services
• Transcript Printing/Electronic Transcripts
• Course Hibernation Procedures
• General Catalog Changes
Introducing new staff members…

Liz Tobias
Student Services Representative

Emily Linthicum
Assistant Residence Deputy

Daisy Mejia
Financial and Administrative Assistant

Amar Singh
Software Developer
General Announcements

• Pivot table class will be offered by Mike Nesbit during Fall quarter (around Week 4)
  – Will be a beginning/refresher course, and cover some Power Pivot
  – Details will be sent out via email soon!
Short Winter Break and Fall Grading Deadline
Late Start & Short Break – FAQs

• Why do we start so late this Fall?
  – UC Systemwide policy dictates that move-in must be scheduled not to coincide with major religious holidays
  – This policy was requested by the Regents, not by students

• Why couldn’t we just extend Winter break further into January?
  – Then we would have the same problem next year!

• (When) will this come up again?
  – This problem is expected to arise again in 2021, but the Office of the President is currently looking at possible alternative calendars
Early Fall Grading Deadline

• Normally Fall grades are due the Wednesday after classes end, but this year that would be December 24th

• Calendar Committee approved the Fall grading deadline being moved to 11:59pm on Tuesday, December 23rd

• Cleanup will happen on Wednesday, December 24th

• Processes will be run on Monday, December 29th
Early Fall Grading Deadline

- Faculty were alerted to the earlier deadline via email during Spring quarter
  - Those with late finals were given the opportunity to request an earlier final time
- TAs were alerted during TA training in early September
- Extensions will be very difficult to grant!
  - This would impact probation processing, financial aid reconciliation, prerequisite checking, and degree clearance
UCSB Answers
What is UCSB Answers?

- Robust knowledgebase/FAQ management system
- Consistent information across departments
  - No need to maintain the same information in multiple FAQs
  - Students don’t need to know who “houses” a process
- Allows students to ask their questions in their own language
- Access to answers when and where students want them
  - 24 hours a day
  - Through Facebook, mobile app, or on the web
- The more departments represented, the better for students, and for us!
Where do we stand?

- Departments currently involved:
  - Office of the Registrar
  - Office of Admissions
  - Office of Financial Aid and Scholarships
  - Office of Student Life
  - Graduate Division
  - Housing
  - BARC
  - Collaborate
  - Bookstore

- Coming soon:
  - Student Health
  - Summer Sessions
• Nearly 10,000 questions per month since its release in Winter quarter

• Correct response rate is about 90% and rising
  • Staff in Office of the Registrar goes over questions without answers and answers with poor ratings every month
  • Working on some specific technical solutions to improve answer rates, such as auto-suggest
Top 10 questions during Summer…

1. What types of financial aid do you have available?
2. Where can I find an academic calendar?
3. What summer aid is available?
4. How much is tuition?
5. Do you offer summer courses?
6. What majors or academic programs do you offer?
7. How do I contact a student, staff member, or department?
8. Does UCSB offer health insurance for students?
9. How do I check the status of my financial aid application?
10. What are your admission requirements?
• We’ve all tried this:
  • http://www.google.com/

• Some savvy students might think to try this:
  • http://www.ucsb.edu/

• Now they can do this:
  • http://ucsb.intelliresponse.com
  • http://registrar.sa.ucsb.edu/
Recent System Enhancements

Anthony Schmid
Associate Registrar for Systems

Josh Andersen
Registrar Information Systems Manager
Recent System Enhancements

- Perm Uploads
Recent System Enhancements

• Joint Doctoral Programs are now notated on the Official Transcript
  – If a student is On Leave at the other institution, the transcript will indicate where they are enrolled for the quarter

• 105 Transfer Unit Cap changes
  – The 105-unit cap now applies to all lower division units, excluding exam and UC units.
Recent System Enhancements

• GOLD Add script blocking
  – If the system detects that an add attempt is occurring at a rate that is unusual, it will delete the student’s pass times for the quarter
  – The same occurs for students that have entered too many invalid Approval Codes
  – Please refer these students to the Registrar’s Office
In Progress

• Failing Grades reasons
  – The requirement for faculty to enter reasons for assigning a failing/non-passing grade will be removed as of Fall 14.

• Open University Enrollments/Grading
  – We are currently working with UNEX to import their students into eGrades
  – The students will be included in the eGrades class lists and grades may be assigned through eGrades
In Progress

• Leave of Absence Reason Codes (Grad Div)
  – We will be adding the ability to notate the leave reason codes to go with the On Leave (O) registration status

• Major Change Petition Workflow
  – We are in the initial stages of drafting requirements and developing a framework for a workflow to handle major change petitions.
Integrated Course
Waitlist System
Course Waitlist

• Current Stats for F14 (as of 9/16)
  • 423 Courses with Waitlist Enabled
    – 252 of those have at least one student
  • 5,323 students are on at least one course waitlist
    – 8,448 unique student/course combinations
  • 2,071 students have been enrolled in at least one course off of a waitlist
    – 2,351 student/course combinations have been enrolled
  • 44,724 student waitlist records
    – One record per student per enroll code
Course Waitlist

• Upcoming Dates
  – 5\textsuperscript{th} Day of instruction
    • Students will no longer be able to add to a waitlist
      – They will still be able to drop or modify an existing registration
    • Last day that the auto-add process will run
  – 15\textsuperscript{th} Day of instruction
    • Last day that a student’s waitlist registrations will appear in GOLD
      – Data will continue to appear in eGrades
Course Waitlist

• Features released since initial rollout
  – Email functionality
    • Allows the user to select a population and send a blast email
    • Initially released with a plain text editor, but now has a full HTML editor.
Course Waitlist

• Features released since initial rollout
  – Waitlist Extract
    • The extract now includes columns for each enrollment code so that users can easily see which sections were selected by a given student.
Course Waitlist

- Features released since initial rollout
  - Student Waitlist totals on the S-Screen

<table>
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<th>COURSE</th>
<th>ENRL CODE</th>
<th>STUDY UNITS</th>
<th>INST CODE</th>
<th>DAYS</th>
<th>TIME</th>
<th>LOCATION</th>
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<td>GERMAN T C M</td>
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<td>WRIT</td>
<td>109HP 49221</td>
<td>4.0</td>
<td>BRADLEY N D</td>
<td>T R</td>
<td>200– 315</td>
<td>GIRV 1119</td>
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COMMAND: 16.0 STUDY UNITS 3.0 WAITLIST UNITS E/D #PETITION: END OF DATA
Course Waitlist

- Features released since initial rollout (almost)
  - Waitlist enrollments on the C-Screen

<table>
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<th>DAYS</th>
<th>TIME</th>
<th>INST</th>
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MATH 3B - CALC WITH APPLI 2 (WAITLIST ACTIVE: 59 STUDENTS)

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</tr>
</tbody>
</table>

Select Course: SSSS3pppNNNss PPSS

COMMAND: Continue(ENTER) Update Course(F1) Menu(F2) Approvals(F3) Pre-Requisites(F9)
Course Waitlist

• Current Development
  – Criteria Based Waitlist (Winter 2015)
Course Waitlist

• Current Development (the To-Do list)
  – Settings roll-over for future quarters
  – Student comments to instructor
  – Setting to shut off waitlist registration without disabling the waitlist
  – Settings for when to disable auto-add or registration
    • 1st day of instruction or 5th day of instruction
Course Waitlist

- Current Development (the To-Do list)
  - Ability to view a student’s waitlisted courses in STAR/SREG
  - Ability to view the waitlist settings and enrollments for a course in STAR/SREG
Course Waitlist

• Common Questions
  – What happens if I turn off a waitlist with students on it?
    • The students will remain on the waitlist.
    • The ability to add to the waitlist will no longer be available to students in GOLD.
    • Any students that try to add the course directly in GOLD will still get the message that there is an Active waitlist which may lead to some confusion.
    • We plan to add a setting to stop waitlist registration so that we can better handle the messaging to the student
Course Waitlist

• Common Questions
  – What happens when we add a new section?
    • We recommend that you take the following approach:
      1. Work with Scheduling to add the new sections with a Closed flag in place.
      2. Use the Email function on the waitlist to notify the students that they have XX hours/days to log into GOLD and update their selections.
      3. When the date/time arrives, remove the closed flags. If auto-add is enabled, the add process will add any students that opted in to the new section.
Course Waitlist

• Questions? Concerns? Comments?

• If you think of any, please contact one of us:
  Anthony Schmid
  (Anthony.Schmid@sa.ucsb.edu)
  Josh Andersen
  (Joshua.Andersen@sa.ucsb.edu)
UC Online Updates
S14 Facts

• UCSB had over 100 students enroll in a UCOE course in S14
  – This is more than all the other UC campuses combined!
  – Students tended to pool into courses that they would not be able to get into on our campus (like humanities majors taking Intro to Computer Science), or courses that have no UCSB equivalent

• Fewer than half of these students remained enrolled long enough to complete the course
F14 Facts

• UCSB is offering our first course through UCOE this Fall – GEOG W12
• So far only 2 non-UCSB students have enrolled
• UCSB students enrolling in a UCSB offering will continue to enroll through the normal GOLD registration process
Process for UCSB Students Enrolling in a UCOE Course

- All students considering enrolling in a UCOE course should first speak with a college advisor! (except CCS students)
- Course offerings and enrollment information can be found on the “Cross-Campus Enrollment” website at http://crossenroll.universityofcalifornia.edu/
- Once the student has requested to enroll in the course, Office of the Registrar and the student’s college will check to make sure they meet the eligibility requirements and have no other “red flags”
- Students who are approved by their college will be enrolled in the course by the host campus, and sent an email notification
- This process can take several weeks, depending on the student’s situation!
How is Eligibility Determined?

• Office of the Registrar
  – Checks only for basic eligibility based on the rules for Simultaneous Enrollment

• College advisors
  – Check for other aspects of academic suitability
    • Is the student nearing the college unit cap?
    • Does the student have a questionable GPA?
    • Etcetera
Degree Audit
Updates

Sara Cook
Assistant Registrar for Academic Services
Reminder –
Minor Maintenance in STAR

- Departments who offer undergraduate minors can “declare” students in the minor via STAR (Data entry menu – Minor maintenance).
- Helps our office ensure that we don’t miss any minors when awarding degrees.
- Helps department offices track minors.
- If you have questions on:
  - How to add a minor to a student’s record
  - How to cancel (remove/close) a minor on a student’s record
  - How to run reports showing students in your minor(s)

  Please contact Sara Cook - sara.cook@sa.ucsb.edu – x8962

- If you do not have access to the Minor maintenance screen in STAR, please request access via the REGAccess website: https://apps.sa.ucsb.edu/star/depts/deptlogin.asp
Reminder – Final Degree Checks

• For students who are single majors and have a degree audit available in GOLD, the Office of the Registrar uses the Degree Audit as the final degree check at the time of graduation.
  – Degree analyst reviews the audit and the student’s file, then archives a copy of the Degree Audit.
  – At that time, an email is automatically sent to the student letting them know their degree status.
• Allows for faster communication with students by email.
• Students can easily see which requirements they are deficient in (marked with red ‘x’s).
Reminder – Adding petitions in AAA

• You can enter petitions via the AAA Exception Workflow queue for students who want to switch in to your department’s major but their major change petition has not been processed yet by the Office of the Registrar.

• You can enter Add Course, Substitute Course, Universal Equivalency, Advisor Approval, or Other petitions.

• When approved, the petitions will appear in the new major’s degree audit, and the student will be able to see them as soon as the major change petition is processed.
Thank you!

• Thank you to all department advisers who took our survey on degree audit usage in March.
• We want to hear from you!
  – Sara Cook
  – x8962
  – sara.cook@sa.ucsb.edu
• We want the Degree Audits and Progress Checks to be as useful as possible for students and staff.
Majors complete since Fall 2013

• East Asian Languages & Cultural Studies
  – Asian Studies
  – Chinese
  – Japanese

• Germanic, Slavic, & Semitic Studies
  – German
  – Slavic Languages and Literatures

• Linguistics
  – Linguistics
  – Language, Culture and Society

• Music
  – Music

• Theater and Dance
  – Theater (BA)
  – Theater, Theater Studies emphasis (BA)
  – Theater (BFA)
Departments with majors to be completed

- Comparative Literature
- Earth Science
- Linguistics
- Music
- Theater and Dance
- Interdisciplinary Studies
Stats – where are we now?

- 98.3% of single-major students have Degree Audits available in AAA
- Double majors comprise 7.55% of all undergrad students
What’s next?

• Degree Audits for graduate degrees
  – In testing: Psychology and Computer Science departments
• Double major degree audits
• Degree audits with minors
Resources

• Degree Audit (Office of the Registrar website)

• How to read a UCSB Degree Audit (PDF)
FERPA in the Digital Age: Security of Sensitive Data on Electronic and Mobile Devices

Sara Cook
Assistant Registrar for Academic Services

Marsha Bankston
Associate Registrar for Student and Academic Services
Quick Review

• FERPA protects the privacy of all education records, regardless of the medium in which those records are maintained.

• UC & UCSB Student Records Policies states:
  – All employees with access to education records must preserve the security and integrity of electronic information systems and the confidential student data contained within.
  – Improper maintenance, disposal, or release of information about a current or former student exposes the University to significant risk.
  – Any unauthorized release, access, or disposal of confidential student data must be reported immediately to the Registrar and the Chief Information Security Officer.
We also know…

• **Security Best Practices**
  – Never disclose or share your usernames and passwords
  – Never disclose confidential student information to a third party without prior written consent of the student
  – Never disclose confidential student information to campus personnel unless you have established that they have a legitimate educational interest
  – Never store student data on in an unsecured cloud environment or unencrypted server
Why All the Concern?

- As educational agencies and institutions continue to move away from paper records toward electronic data systems and web-based applications to store, process, and deliver education data to internal customers and external partners, data breaches of electronically-stored data continue to rise. *

- Additionally, best practices aimed at protecting electronically-stored data are largely left up to universities and the technology sector and many times differ from state to state as well as institutions to institution. **


** Source: Khaliah Barnes, Director of the Student Privacy Project in Wash. DC, Article, Christian Science Monitor, Feb 2014
Laws, Policies, and Resources

- UC Policy: IS-3 Electronic Information Security (2011)
- UCSB resources:
  - Sam Horowitz, Chief Information Security Officer (CISO)
    - 8 Tips for Preventing Data Breaches
  - Office of Information Technology (OIT) Security Guidelines
    - Guide to SB 1386/AB 1298
  - Division of Student Affairs
    - Cloud Use Guideline (available on request)
    - Data Security Classifications (available on request)

Consult with your department/divisional IT people (security person if have one). If not, work with Sam Horowitz, UCSB’s Chief Information Security Officer.
California State Laws: SB 1386 & 1298

California legislation SB 1386 - signed into law in September 2002
- Requires all institutions and organizations that collect certain personal information to protect it against possible "identity theft."
- If an incident occurs that involves the compromise of personal information, the individuals whose personal information may have been compromised must be notified; and, the designated campus authority must notify the Office of the President.

California legislation AB 1298 - signed into law in October 2007
- Added medical information and health insurance information to the definition of personal information.
UC Policy: IS-3 Electronic Information Security

Purpose: to establish guidelines for achieving appropriate protection of University electronic information resources.

1. All campuses shall establish an Information Security Program which shall include:
   – risk assessment strategies to identify vulnerabilities and threats
   – a security plan that includes recommendations for administrative, technical, and physical security measures
   – incident response planning and notification procedures,
   – guidelines for security awareness training and education
   – appropriate review of third-party agreements for compliance with federal and state law and University policy.
UC Policy: IS-3 Electronic Information Security

2. Each Campus shall establish minimum standards for devices connected to their networks, and must minimally address:
   - Access control measures
   - Encrypted authentication
   - Timely updates to security patches
   - Malicious software protection
   - Removal of unnecessary services
   - Firewall software
   - Authenticated email relay
   - Authenticated network proxy servers
   - Session time-outs
CISO: 8 Tips for Preventing Data Breaches

(From ETS Summer 2014 quarterly newsletter)

• Tip #1: You can’t suffer a breach if you don’t have sensitive data
  – Need sensitive data to operate the campus
  – We can limit where this data is stored
    • Delete data we don’t need or that can be accessed in a more secure fashion
    • Restrict information access to only those with a need to know

• Tip #2: Encrypt sensitive data
  – Makes data less vulnerable on laptops or external drives
  – Always use encrypted channels for communications (https, sFTP, Secure telnet [SSL])
8 Tips for Preventing Data Breaches

• Tip #3: Protect atoms as well as bits
  – Sensitive data live on multiple mediums. From paper to information systems to mobile devices

• Tip #5: Review access permissions
  – Periodically ask if there is still a need to know
  – Has access been revoked for those who have changed positions or left UCSB
  – Is access restricted to the minimum number necessary to get the job done

• Tip #7: Protect access and credentials
  – Keep all passwords secure
  – Be on guard for phishing and shoulder-surfing
OIT: Guideline to SB 1386 and AB 1298

Covers instances of unauthorized access to personal data as well as unauthorized or improper distribution of personal data.

• Per SB 1386 & AB 1298, the Guideline defines personal information as:
  – First name or first initial and last name in combination with one or more of the following:
    • Social security number
    • Driver's license number
    • California identification number
    • Financial account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account
    • Medical information,
    • Health insurance information.
Student Affairs: Student Data Class Protection Levels

Level 0 – Limited or No Impact

- Public staff or academic personnel records
- UCSB Directory Information (FERPA)
- Public information (general catalog, calendars, etc.)
Student Affairs: Student Data Class Protection Levels

Level 1 – Moderate

• Personal information (unless otherwise classified as Level 0, 2, or 3), including:
  – Student records covered under FERPA (non-directory information and directory information for students who have filed an NFR request)
  – Personnel records (academic and staff)

• Sensitive information not about individuals, including:
  – Data protected by contracts, depending on terms of agreement (e.g., licensed software, library paid subscription resources)
Student Affairs: Student Data Class Protection Levels

Level 2 – High

Anything covered by California Civil Code Section 1798.29 (SB 1386):

– An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:
  • Social security number.
  • Driver's license number or California identification card number.
  • Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.
  • Medical information.
  • Health insurance information.
Student Affairs: Student Data Class
Protection Levels

Level 3 – Extreme
UCSB NetID database
What does it all mean?

Protecting non-UCSB electronic devices

Do not store anything you're not willing to lose or share with the world on personal or mobile devices. The following steps will help protect information on these devices. Some of these steps may require additional configuration/setting changes:

- Password-protect laptops and mobile devices with a complex password that is required to start up or resume activity
- Set all devices to automatically lock after a short period of inactivity
- Never leave devices unmonitored – not even for a second
- Don't store sensitive data unless the device or sensitive content is encrypted
- Don’t store passwords on any device unless they’re encrypted
- Use anti-virus/anti-malware software, if it is available for your device, and set it to auto-update as frequently as the settings will allow.
What else?

Protecting non-UCSB electronic devices

- Some mobile devices have built-in firewalls or access control functionality; these features should be activated
- Avoid using auto-complete features that remember user names or passwords
- Turn off unnecessary services:
  - Disable or remove applications (apps) and plug-ins that are not actively used
  - Disable Bluetooth, wireless & IrDA (infrared) when not actively using them
  - Periodically go through the device's list of allowed wireless services and delete ones no longer needed (usually found under network, wireless, or airport settings)
- Set devices to “ask” before joining wireless networks.
- Set web browser to block pop-ups
  - For added privacy, also set the browser to limit the cookies it accepts
- Securely delete all contents before discarding, exchanging, selling or donating the device.
What else?

Special notes about wireless

• Information sent via standard wireless is especially easy to intercept
  – Don’t connect to unknown wireless hot spots/access points if unsure of security or privacy
• Only use known, encrypted networks when working with sensitive information
  – Most public wireless hotspots are not encrypted – always assume it’s not

Protect information when using the Internet and email

• Don't send sensitive data or personal information via email or instant message (IM)
• Configure work and personal email to delete attachments when emptying the trash
And finally…

Disposal and Re-Use of Electronic Devices and Media
• Sensitive data must be destroyed or completely and securely removed from computers, laptops, mobile devices, and electronic media (including backups) before disposal, re-use or re-assignment.
  – For data removal tool information see: https://it.ucsb.edu/departments/security/secure-data-removal-tools

Lost or stolen devices used for work
• **Important!** Report the loss or theft of devices used for work (whether university- or personally-owned), to the campus’ Chief Information Security Officer, so the campus can help identify and address potential compromised accounts or data including PII, which requires additional action on the part of the University.
Questions?

Resources

– UCSB:
  • Privacy & Security Policy Site: http://www.policy.ucsb.edu/information/info-pract/security/
  • OIT:
    – Security Program: https://it.ucsb.edu/departments/security
    – Basic computer security: http://www.oit.ucsb.edu/security/guide/default.asp

Additional Resources

– UC Berkeley: https://security.berkeley.edu/node/363
UC Systemwide Records Retention Policy Changes
UC Record Retention Schedule: Revision Project

Project launched in May 2012. A Records Manager was hired to lead the project under the system-wide Records Management Committee's direction.

The Records Manager’s task was to address the:
- Out-of-date retention schedule
- Cumbersome schedule format
- Risk of noncompliance

Status of project: Waiting for the final approval
UC Record Retention Schedule: Revision Project

What’s new
To address problems with the previous schedule, particularly format and usability, the RMC has created a schedule that is simple to use and easy to update over time. The key attributes of the updated schedule are as follows:

• **Functional categories**
  – Broad categories of records
  – Single-year retention periods, such as four years or five years
  – Retention periods are now tied to functions rather than a specific form or document.

• **No office of record**
  – Record custodian varies from campus to campus.

• **Maximum retention**
  – The updated schedule provides maximum, or "absolute," retention periods, but also provides for exceptions as long as justification is given through a documented approval process.

• **Confidential and vital listings**
  – Updated schedule indicates if there are confidential records or vital records in the record category.

• **Rationale**
  – Justifications for the updated published retention period are provided.

• **Media neutral**
  – The schedule is media neutral and applies to all records – electronic or paper.
UC Record Retention Schedule: Revision Project

Functional Categories

- Divided into Batches, such as:
  - financial and procurement records
  - human resources records
  - information technology records
  - payroll and benefits records
  - student records

- Within Batches are Buckets
  Buckets within the Student Records are:
  - individual student admissions and academic records
  - student classification eligibility records
  - student financial aid records
  - student disciplinary and conduct records
  - student residential life records
  - student career services records
Changes to Veterans Services
Supporting our Veterans

Welcome!

Kevin Hagedorn
Coordinator, Veteran and Military Services
Office of the Dean of Students

Email: kevin.hagedorn@sa.ucsb.edu
Direct Phone: (805) 893-4724
Office Location: Veterans Resource Center, Bldg. 434
VA Certifying Official

Welcome!

Katie Sattler
VA Certifying Official and Financial Aid Advisor

Email: Katelyn.Sattler@sa.ucsb.edu
Or
VeteransBenefits@sa.ucsb.edu
Direct Phone: (805) 893-8905
Office Location: Office of Financial Aid and Scholarships (2103 SAASB)
Transcript Printing/ Electronic Transcripts

Luke Lindquist
Assistant Registrar for Systems Operation
eTranscripts!

• Parchment eTranscript Solution
  – PDF option for students
  – Outsourcing printing for mailed options
  – Personalized customer service
• Students will be redirected to the ordering service once logged into GOLD
• Timeline:
  – Currently implementing
  – Go live is tentatively only months away!
eTranscripts

• Still offering reduced in-house printing options
  – Pick ups/same day prints
  – Notarizations

• Benefits:
  – Many institutions/organizations prefer or require a PDF delivery option
  – Nearly instantaneous delivery
  – Reduced complexity with special handling
  – Sophisticated security features with PDF
Course Hibernation Procedures

Sean Woods
Scheduling and Publications Manager
Course Hibernation—Definition

• Non-publicized status of an approved course.
• The course remains on the master list of approved courses, but is not listed in the General Catalog or in general education publications, if applicable.
Course Hibernation—Purpose

• Present an accurate picture of courses actually offered and avoid “false advertising”
  – All active courses in the MCA that are not hibernated are published in the General Catalog

• Related to WASC accreditation
  – WASC also requires that course information in GC be as accurate as possible
Course Hibernation—Policy

• If a course has not been offered/taught in 4 consecutive years, the course is placed in hibernation status and removed from publication.
  – Course still remains active
  – Each time a course is taught, the 4-year clock starts over
• If a course is not offered/taught for 3 years following hibernation status, the course is discontinued.
  – Course is no longer active
  – If a department decides to offer a course at a later date following a discontinuation, the course can be re-opened via the MCA process
Course Hibernation—Policy

• The total length of time UCSB allows a course to remain active without being offered is 7 years (!)
• Results of Association of American Universities (AAU) survey:
  – Most campuses automatically remove courses from active status if not offered in 2-4 years
  – Our campus was the most generous of campuses surveyed in amount of time allowed for a non-offered course to remain active
• Hibernation policy further outlined here: https://senate.ucsb.edu/policies/course.hibernation.pdf
Course Hibernation—Practice

• In the past departments have been asked to identify courses to be hibernated and to discontinue courses via the MCA

• Last year departments were provided a list of courses slated to be hibernated/discontinued based on last quarter offered
  – This list included a total of 2322 active courses
  – Departments were asked to identify courses they didn’t want hibernated/discontinued
    • Departments identified over 400 courses
  – A program bug has prevented us from updating these courses as of this date, but we intend to make these updates before the start of the next cycle.
Course Hibernation—Practice

Moving forward:
• On a yearly basis, departments will be sent a list of courses slated for hibernation/discontinuation based on last-offered date.
  – List will be sent in October
• Departments will have opportunity to appeal to have a flagged course removed from list
  – Appeals must include 1) the quarter the course will be offered and 2) faculty member(s) who will teach course
    • Appeals will be reviewed based on this information
  – Successfully appealed courses may only go back on level, e.g. courses up for discontinuation will be hibernated, courses up for hibernation will have hibernation flag removed
  – Appeals will be due early February
Course Hibernation—Goals

- Clean up course listings and provide more accurate representation of courses offered at UCSB
- Free up old course numbers for potential use in creating new courses
General Catalog Changes
General Catalog Changes

- Inclusion of “Learning Outcomes” in both Department Pages and General Education section
General Catalog Changes

• Course listings are now archived at the end of the Catalog year
  – Previously course listings were frozen shortly after the “Current” Catalog was published. Course listings remained static throughout the year.
  – Course listings for the Current catalog now are partially dynamic, allowing new courses to be displayed as they are added to the Catalog year.
  – Modifications to existing course that are effective mid-year will not be reflected.
Fin

Questions?