

MyDegree Advisory Board

Charge

The MyDegree Advisory Board was created in January 2015 and charged to fulfill the purpose by the Office of the VPAA.

Purpose

The purpose of the MyDegree Advisory Board is to collaboratively maintain a university wide user-friendly degree audit system for students and advisors that tracks student degree completion in an organized and efficient manner while ensuring academic curriculum integrity and uniform policy implementation.

Committee Representation

Chair – the chair is the MyDegree Coordinator, appointed by Academic Affairs

Members – Each MyDegree stakeholder unit will designate a representative who is assigned to facilitate MyDegree in that unit. The length of appointment is limited only by the length of that assignment. Stakeholder units include:

- Chair
- Each undergraduate and professional college
- Ferris Statewide
- Retention and Student Success
- Scribing staff
- MyDegree System Administrator

Duties

1. Meet weekly to evaluate issues facing MyDegree.
2. Make sure MyDegree is implemented properly in their respective units by working their unit on all curriculum proposals.
3. Review and help document processes to make sure they facilitate MyDegree such as
 - a. Admissions
 - b. Program Assignments/Changes
 - c. Transfer Credit Articulation
 - d. Tuition Incentive Program (TIP) status
 - e. Curriculum Process (creation, changes, deletions)
 - f. General Education (including Michigan Transfer Agreement)
 - g. Consortium enrollments
 - h. Credit by examination
 - i. Hidden requirements/proficiencies/examinations
4. Clarify language for requirements that are satisfied in non-credit bearing ways (e.g., MATH QUANT via ACT subscore) as they impact other requirements (e.g., total credits for a degree or for general education) or the recording of developmental courses.
5. Serve as the gatekeeper from their respective units for changes to MyDegree scribing to assure that processes have been followed and changes are communicated to all stakeholders and prevent unauthorized scribing changes.
6. Be the liaison between the unit and the scribing staff when issues arise with the way MyDegree has been scribed or is being used in the units.
7. Test all changes to MyDegree by attending the bi-monthly testing sessions and properly filling out the testing documentation.