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| Thanks to our two students who took notes of the discussion - I have made some edits in red   |  | | --- | | **Notes from Steven Slinger** | |  |

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| **D: What is this project walk-in system?**  R: We do two graduations in CST one in May and one in December. Students like to graduate with friends even if they are one or two courses short of graduating that semester.  **D: Is this system working?**  R: The automated process doesn’t work only manual.  **D: Can you walk me through the process?**  R: Students go to the advising office for a form and fill it out and leaving at the office. The advisor then goes over the student's form and sends it to the assistant director for approval.  **D: Is there only one assistant director?**  R: There are multiples assistant directors for all CST students.  **D: What is produced from this?**  R: Single sheet of paper passed around  **D: How does a student know where they are in the process?**  R: They never know. When its all done they receive an email.  **D: What would be needed from this process to be a success?**  R: Not having the paper clutter and for students to know their step in the process.  **D: How many students do walk only?**  R: Id have to check folders  S1: Should a student only be able to apply once?  R: Only once and there is a deadline.  S2: Is there a budget?  R: No.  S3: Do you have a reference/toss document?  R: No we keep everything.  S4: what about double majors?  R: As long as less than 8 credits.  S5: Do students need to use the portal?  R: Yes.  S6: Any sensitive info?  R: Np.  S8: How many students are approved?  R: about 75% WALK ONLY SYSTEM - WALK ONLY SYSTEM – Notes from David Troutt Questions:  What is the need being addressed with the WALK ONLY SYSTEM? What are the flaws of the current system and what is a rundown of the steps taken during the current system?  Who is going to see the information and what are they using it for? Who is the next person using it?  How would we measure success for this project?  Is there a limit to the number of petitions that could be received by the system?  What is the average number of students by session applying?  How would it work with a double major and the Fly In Four program?  The student first has to be aware of the instructions and procedures.  They must come to the office, pick up the form, fill it out, then leave it with the office.  The CST adviser determines if the student is eligible, who then hands the form to the assistant director who signs off on the form.  Flowchart:  Student → Adviser → Assistant Director → Walk Only approval and notification > Form stored in folder labeled with semester and year. Only notified at the end of the process manually.  Criteria of success:  Student knows where they are in the process, start/end date and estimation with automatic approval/declination notification.  Form auto rejects if past the deadline.  No more than 2 courses/8 credits away from graduation.  Average number of applications per semester: 30~ |