

## DEGREE AUDIT SETUP

- **Initial Evaluation –**
  - Goals
    - establish timeline
    - identify/secure commitments from college personnel
    - setup connectivity
    - evaluate programming (catalog and current practice “check sheets”)
    - Evaluate/modify MCL & Transfer practices as needed
  - Personnel
    - DA setup project manager
    - Academic (Registrar?)
    - IT
    - CAMS Manager
- **DA Setup –**
  - Goals
    - DA Setup for basic programming
    - Provides baseline for additional programming
  - Personnel
    - DA setup project manager
      - Initial testing
    - Academic (Registrar?)
      - Initial testing
    - IT
    - CAMS Manager
- **Testing** (NOTE: While testing is provided as a separate line item, it is part of the ongoing process)
  - Goals
    - Finalize DA setup
    - Test DA functionality (internal/school staff)
    - Corrections
    - Test DA functionality (school staff/advisors)
    - Corrections
  - Personnel
    - DA setup project manager
    - Academic (Registrar?)
    - IT
    - CAMS Manager
    - Academic Advisors
- **Finalize Setup and Live**
  - Goals
    - Finalize DA functionality (school staff/advisors/students)
    - Corrections
    - Training of school staff in functionality and management of audits
    - Audits complete and date set to “go live” with audits
  - Personnel
    - DA setup project manager
    - Academic (Registrar?)
    - IT
    - CAMS Manager
    - Academic Advisors
    - Student Test group/student body