

**Dallas County Community College District  
Degree Audit Users Group (DAUG)**

**CHARTER**  
*Established: Spring 2000*

**CONTEXT:** The DAUG was formed shortly after the conversion to Datatel in Spring 1999. At the time we converted, the Degree Audit Module was not programmed and not operable. A small group of degree audit specialists began work to program, input and determine rules so that the Degree Audit Module would be utilized to produce electronic degree plans; electronically substitute courses; and graduate students in Colleague. A larger group, which became DAUG, continues to meet for training, review and interpretation of college, DCCCD, THECB, and SACS degree audit/graduation policy; Colleague degree audit training; and testing/ recommending programming of the degree audit module in Colleague.

**PURPOSE :** The **Degree Audit Users Group (DAUG)** is authorized by **District Director of Academic and Student Records** to:

- Train college degree audit specialists in Colleague Basic and Superuser Degree Audit Module.
- Interpret procedures and train college degree audit specialists regarding graduation in Colleague for completers of: academic degrees, associate of applied sciences degrees, certificate 1 and certificate 2 awards, enhanced skills awards, marketing skills awards, skills achievement awards, CEU awards, associate of arts in teaching degrees, emphasis degrees and Field of Study degrees.
- Prepare "Companion Certificates", and market to graduates of Associates of Applied Sciences degrees.
- Communication and training to all colleges degree audit specialists to insure common interpretation of degree audit/graduation regulations.

**BOUNDARIES:** Degree Audit Specialists must be highly skilled in Colleague, specifically trained at the "Superuser" level. Also knowledge of SACS, TSI, and DCCCD graduation policies is required. Typically the training needed for the position is acquired in the DAUG meetings, not on campus as other positions. The Degree Audit Module in Colleague is thought to be one of the most difficult in the Colleague Student System.

**CONSTRAINTS** – Because there are so few individuals who perform this function at each college, it is difficult sometimes for them to attend the meetings. The other major constraint is that their busiest time of processing graduation in Colleague, is also during Registration for the next semester. It is a very difficult environment to concentrate.

**TYPE OF ORGANIZATION:** The Degree Audit Users Group is a Work Group.

**ORGANIZATION MEMBERS:**

FUNCTIONAL ROLE	NAME	TITLE	HOME LOCATION
Chair – DAUG	Nancy Faris	District Director of Academic and Student Records	District Office
Co-Chair – DAUG	Pam Degrade	Degree Audit Systems Programming Specialist	District Office
Co-Chair – DAUG	Pam Hardman	Degree Audit Systems Programming Specialist	District Office
Transcript Evaluation Center Supervisor	Manchester Wright	District Coordinator Transcript Evaluation Center	District Office
Degree Audit – Nursing Admissions	Christine Broadus	Admissions/Degree Audit Specialist Nursing	BHC
Degree Audit – Transcript Evaluator	Rodney Phillips	Transcript Evaluator	BHC
Degree Audit	Joe Sanders	Associate Registrar	BHC
Degree Audit	Tuyetmai (Mai) Salmeron	Admissions Specialist	BHC
Degree Audit and Graduation	Maria Perez	Degree Audit Specialist	CVC
Degree Audit	Veronica Yarbrough	Degree Audit Specialist	CVC
Degree Audit and Graduation	Jeanette Washington	Admissions Specialist – Degree Plans	EFC
Registrar Representative	Rebecca Garza	Director of Admissions/Registrar	ECC
Degree Audit	Annette Douglas	Admissions – Degree Audit Specialist	ECC
Graduation	Angie Sias	Admissions – Degree Audit Specialist	ECC
Degree Audit and Health Occupation Admissions	Patsy Jones-Strawther	Admissions Specialist – Health Occupations	ECC

		Admissions	
Degree Audit and Graduation	Dalene Jones	Senior Administrative Assistant	MVC
Degree Audit and Graduation	Linda Osagie	Assistant Director	MVC
Degree Audit and Graduation	Ellen Brown	Senior College Degree Audit Specialist	NLC
Degree Audit	Lilia Guzman	College Degree Audit Specialist	NLC
Degree Audit	Wanda Kellum	College Transcript Evaluator	NLC
Degree Audit	Wanda Hawkins	Senior College Degree Audit Specialist	RLC
Degree Audit	Mary Petterborg	Degree Audit Specialist	RLC

**ORGANIZATION RESOURCES:**

IT Representative	Alberta Davis	Systems Analyst	DSC
IT Representative	Jamie Templeton	Information Technology	DSC
IT Representative	Angie Gomez	Application Support Manager	DSC

**MEETING SCHEDULE and LOCATION:** DAUG meets five times a year, the third Thursday of the month at the DSC.

**ORGANIZATION SPONSOR:** Educational Affairs, District Office.

**DATE FOR REVIEW/RECONFIRMATION:** 2010 and even years following

**Approved by the Chancellors Staff in September 2009**

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Signed by the Sponsor or Sponsor's Representative

Date