

Meeting Minutes: February 7, 2000

Present: Theresa Baltrippe, Deb Basarich, Pat Bathke, Josh Borowicz, Kelly Brooks, Laurel Carroll, Pam Cook, Anne Daly, Shelly Diers, Tina Falkner, Carol Francis, Gail Fraser, Teresa Fruen, Bill Ganzlin, Kit Gordon, Susan Grotevant, Paul Hesterman, Mary Koskan, Andrew La Chapelle, Karl Lorenz, Stephaine Nichols, Cindy Pavlowski, Peggy Phan, Jude Posely, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Kathye Rosel, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Paula Swanson, Sue Van Voorhis, Amy Winkel, Stephen Young.

Review Minutes from January Meeting: There were no changes to the January minutes.

Announcements: Grad Fest will be held on April 5th and 6th. Unlike in years past, students will not be allowed to file their application for graduation at this time.

Training Feedback: There will be PeopleSoft training available in February. New hires will be granted view access to PeopleSoft to begin familiarizing them with the environment before they attend training sessions.

Several issues were brought up and addressed by OTR staff. First, several members of RAC mentioned the difficulty in accessing PeopleSoft training since the training sessions fill up quickly. OTR is addressing this by having trainers go out to individual units to conduct training sessions if there are several staff involved. Second, one RAC member mentioned frustration because undergraduate students are not allowed registration access. Sue noted that undergraduate student employees will not be given registration access until security is enhanced. Third, several RAC members shared that they were experiencing difficulty with different screens of PeopleSoft. It was determined that these were isolated cases and these individuals may have inadvertently lost access to these screens and should check their security access. Fourth, several members shared that the PeopleSoft manual would be more helpful if it included more complex examples. This issue will be brought to the attention of the training team. People that still need training should call 625-2803.

Refunds/Cancel/Add: The text under the refund chart needs to be updated. Any changes should be forwarded to Mary Koskan (m-kosk@tc.umn.edu). The refund percentage schedule for fall semester 2000 will be the same as that for spring semester 2000. The dates for the fall semester 2000 refund schedule will be different, but the percentages will be the same. To view the New and Continuing Student Refund Schedule, go to <onestop.umn.edu/Finances/refunds/refunds_schedules99.html>

PeopleSoft Update: The week of January 31, OTR conducted testing of the 7.6 PeopleSoft upgrade. During this testing phase class lists were inadvertently printed and delivered to the colleges. Please recycle any class list that has "7.6 Test" on it.

End of second week of class lists were delivered February 7.

The first day of class was a disaster for the web. Several thousand people tried to log on to the University's website. This tremendous influx caused the service provider to thrash and it did not recover all day. To help alleviate some of this in the future, students will have study lists e-mailed to them before classes begin.

Registration - Students are now able to add a class via the web with permission numbers past the first week of the term. The number of simultaneous users has increased from 180 to 240. The registration web

site has had small fixes or enhancements, which are mostly cosmetic in nature. The general consensus was that spring registration was better than fall. Enrollment numbers for spring 2000 are similar to a typical spring.

Grades - OTR is currently preparing for spring and intersession grading. Approximately 600 hours of programming are needed before these grades post. OTR brought the issue of the grade deadline to the Senate Committee on Educational Policy (SCEP). OTR has recommended that grades be due by December 28, 2000. SCEP members understood OTR and advising staff concerns over late grade submissions, but noted that the majority of faculty members would not support the recommended date.

IVR is up and running for grade access. Students will be allowed to change security with the use of their Social Security Number. It no longer takes three minutes to verify a student's enrollment status by Social Security Number. OTR is currently working on Queue and Registration Status information to be included in IVR.

Conversion - Conversion continue to get delayed. The time estimated to convert students with CCE coursework is now mid-April. Testing for this group of student records will begin in the next couple of weeks.

Another 20,000 Crookston, Duluth, and Morris non-CCE students were converted February 2-6.

Transcripts - Due to the inordinate amount of time it took to process transcript requests (often 20 minutes), OTR was unable to charge for official transcripts during January. This is a significant loss of income for OTR. Currently it only takes 15-20 seconds to print a transcript. The PeopleSoft transcript is currently being rewritten into an SQR to ease printing problems. Implementation for this is targeted for April 1. Once the system is stable, it will be rolled out to colleges and departments. The new transcript will have a portrait orientation, and will look very similar to the previous official transcript. A question was raised regarding the use of memos on the transcript. The APAS report will be used as the working document for memos. The new transcript will follow the AACRAO guidelines.

Reporting - Student Records staff and Data Warehouse staff are working together to make several of the reports available via the web. Generating reports from PeopleSoft is resulting in too many problems, so an increasing number of reports will be run from Data Warehouse. Data in the warehouse can be up to 48 hours out of date.

Data Clean-up - Staff continue to work on data clean-up. After a conversion, significant clean-up is necessary. Problems that arise during clean-up can take hours to weeks to figure out.

Upgrade to 7.6 - The upgrade to 7.6 is on schedule to be completed by Monday, February 21. If everything remains on target, the PeopleSoft system will be unavailable from noon Thursday, February 17 until 6:00 a.m. Monday, February 21. While the system is being upgraded nothing that requires PeopleSoft processing will be available. Once the upgrade is complete it is important to clear the cache in your PC.

Transfer students - 1246 transfer students will have an incorrect cumulative GPA until they are converted. These students will be one of the first groups of students to be converted this spring. As conversion continues, the number of students this problem will affect is likely to increase. Colleges will be notified of these students, and an e-mail will be sent to students notifying them of this problem.

Transcript Processing - OTR will continue to produce PeopleSoft transcripts for converted students.

Non-converted students will receive a SDB transcript for historical coursework and a PeopleSoft transcript for current work. Any record that has not had historical coursework converted and has had course changes since December 31, 1999 will have a letter from OTR indicating grade and/or course changes.

Degree Posting - For students who have been selected for conversion or who have already been converted, degrees will be posted in PeopleSoft. For students who have not been selected for conversion (i.e., those with any CCE coursework), their degree will be posted as a transcript memo in PeopleSoft until the record has been converted. This memo will appear on the PeopleSoft transcript, but will not appear on the certification letter. If a student has been cleared for graduation but has next term enrollment, OTR will check for next term enrollment and if a student is registered OTR will: create a new career (non-degree seeking) in the student's current college, will term activate the student in the new career, and will post the degree for the student.

Probation: Probation did not go well this fall. OTR is currently working on a process with the Data Warehouse for spring probation reports.

A change in the undergraduate probation policy has prompted the need to examine the use of the P1, P2, and P3 holds. Variation among the colleges in their placement of holds resulted in confusion for both students and advisors.

The service impact of the three service indicators is to stop students from enrolling without first meeting with their advisor. Although there was discussion concerning the use of newly established service indicators, there are some reasons for delaying that change until a later date. The first reason is that conversion is not complete and these holds are in the conversion script and already established in PeopleSoft. The second reason is that coordinate campus staff and faculty understand the use of the current service indicators. The third reason is that college clean-up is less time consuming as many of the service indicators on students' records are correct.

The RAC subcommittee will meet again and will bring forward a final recommendation for implementation of the new undergraduate policy.

Dean's List: Colleges should have received a report. SCEP is investigating if a minimum number of graded credits should be required to qualify for the Dean's List. Currently a student can be registered for one credit and qualify for the Dean's List. Some colleges were concerned that the lists only showed names and ID numbers. Future reports will be electronic and will include the student's address.

Payroll PeopleSoft Implementation Dates: Changing payroll to PeopleSoft is on target to begin June 9. PeopleSoft may not be available from June 9-11.

Changes to Records During Data Conversion: Service indicators CIS, CNV, or CVD and * were established to track conversion of students' historical coursework only. Any changes to a student's record in PeopleSoft can be made, except for historical coursework. Examples include: name, address, program/plan, service indicators, student groups, and advisor. Students with conversion indicators of CIS, CNV, CVD and * will have historical coursework changes made only by OTR staff. Examples include: grade changes, course changes, degree posting, and cumulative statistics recalculation. Students with **no** conversion indicators of CIS, CNV, CVD and * will not have historical coursework changes made until the record is converted. Examples include: grade changes (will be held centrally in OTR), degree posting (a memo will be posted in PeopleSoft), transcripts (OTR will produce a SDB transcript for historical coursework, a PeopleSoft transcript for current work, and provide any additional record change since

December 31, 1999 with an official letter).

Graduation Issues: See degree posting.

Fall Queue: The chart of fall queue times was circulated. There will be six different queue times during the day. The first queued registration time starts at 8:00 am and the final one starts at 2:30 pm. Twin Cities queued registration is from April 13 through May 4.

There are thousands of students who should technically be deactivated due to registration lapses. OTR requested permission from RAC to notify only students who have been registered in the past two years. RAC approved this request. Deactivated students will be sent letters notifying them of their deactivation.

Supplemental Grade Process: Grades submitted after December 31, 1999 (for terms prior to fall 1999) cannot be entered into PeopleSoft unless the student's record has been selected for conversion or already been converted.

Departments should continue to submit grades and grade changes as they have in the past. In the meantime, verification of historical grade changes is as follows: Grade changes for all historical coursework (i.e, day, CCE, IDL) will be held in the 150 Williamson OTR office until records have been converted. College and department offices that need information about historical grade changes for purposes of degree clearance or advising may request verification by phone or fax by calling Lynn Jordan at 624-5729.

Grades for historical Independent/Distance Learning (IDL) and CCE coursework will also be held in the CCE office at 150 Wesbrook Hall. College and department offices that need additional information about historical CCE course work may call Todd Carpenter at 626-0354.

PLEASE NOTE: THE ABOVE PHONE NUMBERS MUST NOT BE GIVEN TO STUDENTS.

Issues for Intersession or Summer Term: Forwarded to the March 6, 2000 RAC Meeting.

Data Warehouse update: OTR has been working very closely with the Data Warehouse to create useful reports. Several of these reports are available and can be accessed through <http://www.umreports.umn.edu> Only staff with access to private student data have the ability to view these reports. Questions about data in the reports should be directed to OTR. Questions related to access to the reports should be directed to the IMS user support line at 626-8812. Additionally, the Data Warehouse is continuously trying to improve the service provided through their reports. If while using a report you think of a way the report could be enhanced, please call them at the support line noted above.

Several reports are currently available through the Data Warehouse. The *Registered Students Report* allows access to view individual students. The report includes coursework, course descriptions, units taken, grading basis, grade, term units, term GPA, cumulative GPA, unit transfer credits, and total cumulative credits. Future enhancements for this report will include service indicators, CLE information, and writing intensive course information. Allowing the user to select current term, current year and full record are additional future enhancements. The *Class Lists with Grades* includes course description, units taken, grading basis, grades, student name and emplid, college of enrollment, e-mail address, and total count of students in the class. The *Probation Report* includes students with P1, P2 and P3 holds on their historical record. This report will be distributed to colleges via an Excel spreadsheet.

The following are instructions for accessing the Data Warehouse reports via Internet Explorer or

Netscape. 1) Go to <http://www.umreports.umn.edu/>, 2) use your Internet id and password to log in, 3) select "WORKING" on the toolbar, 4) if using Internet Explorer, select "INSTRUCTION" from the drop-down menu - if using Netscape, select the "INSTRUCTION" button in the upper right corner of your screen.

To view the *Registered Student* report: 1) If using Internet Explorer, select "STUDENT RECORDS" from the drop-down menu - if using Netscape, scroll to the bottom of the list and select "STUDENT RECORDS", 2) select "Registered Students", 3) enter student emplid.

To view the *Class List with Grades* report: 1) If using Internet Explorer, select "CLASS ROSTERS" from the drop-down menu - if using Netscape, scroll down the list and select "CLASS ROSTERS", 2) select "Class List with Grades", 3) follow the prompts to make your class list selection.

These reports will take about 10 minutes to run. The reports can be saved as they are viewed on screen or saved as an Excel file. Also, reports can be scheduled to run anytime during the day or evening, so a report can be run at midnight and placed in your inbox for you to retrieve in the morning.