

## Meeting Minutes: June 5, 2000

**Present:** Gary Andersen, Teresa Baultrippe, Kelly Brooks, Reed Carpenter, Laurel Carroll, Pat Coffey, Anne Daly, Shelly Diers, Tina Falkner, Teresa Fruen, Bill Ganzlin, Susan Grotevant, Mary Koskan, Karl Lorenz, Rick Marsden, Kathy Newall, Stephaine Nichols, Dianne Odegard, Cindy Pavlowski, Jude Poseley, Deb Pusari, Lonna Riedinger, Jan Reifseck, Vickie Roberts, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Judy Swanson, Sue Van Voorhis, Amy Winkel, Gayle Woodruff, Stephen Young.

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

**Announcements:** Mary Koskan announced that the Request for Credit Enrollment Form has been changed to the Credit Registration Form. She also handed out the final Enrollment Verification Form.

**Data Warehouse:** The Data Warehouse demonstrated the new Dean's List and Probation Reports.

To access and use the new Probation Report: 1) Launch your internet browser and go to [www.umreports.umn.edu](http://www.umreports.umn.edu); 2) Click on 'User Login' and enter your Internet ID and Password and press 'login'; 3) Press the 'Continue' button; 4) Click on the quick link to Probation, or go to 'Working' then to 'with Instruction' then to 'Student Records'; 5) Click on Probation; 6) Click on the prompts as they appear to select your population for a Probation report.

Any field on the Probation report that is underlined provides you with a link when you click on the field: 1) Probation Address links to an address file for the list you have selected; 2) Emplid links to the individual student's Registered Student Summary report; 3) View Srvc Inds links to a sub-report of the individual student's Service Indicators; 4) Yes in the Directory Suppress column links you to the policy on Student Records Privacy; 5) E-mail links to the individual student's e-mail account.

Sorting is available for columns with a 's' for ascending and a 't' for descending sort. Sortable columns are: Emplid, name, term units, cur GPA, cum GPA, and probation status.

Use the 'Back' and 'Forward' buttons to move from links back to the probation report.

'Save to Excel' is not functional at this time. There are two recommended "work-arounds" for this problem. First, if using Internet Explorer, use 'copy and paste' to Excel. Second, if using Netscape users may either download Internet Explorer to take advantage of the 'copy and past' work around mentioned above, or call the IMS User Support line for assistance. The IMS User Support Line is 626-8812.

To access the new Dean's List report: 1) Launch your internet browser and go to [www.umreports.umn.edu](http://www.umreports.umn.edu); 2) Click on 'User Login' and enter your Internet ID and Password and press 'login'; 3) Press the 'Continue' button; 4) Click on the quick link to Dean's List, or go to 'Working' then to 'with Instruction' then to 'Student Records'; 5) Click on Dean's List; 6) Click on the prompts as they appear to select your population for a Dean's List report.

Any field on the Dean's List report that is underlined provides you with a link when you click on the field: 1) Dean's List Addresses links to an address file for the list you have selected; 2) Emplid links to the individual student's Registered Student Summary report; 3) View Srvc Inds links to a sub-report of the individual student's Service Indicators; 4) Yes in the Directory Suppress column links you to the policy

on Student Records Privacy; 5) E-mail links to the individual student's e-mail.

Sorting is available for columns with a 's' for ascending sort and a 't' for descending sort. Sortable columns are: Emplid, Name, Term Units, Cur GPA, Cum GPA, and Acad Plan.

Use the 'Back' and 'Forward' buttons to move from links back to the Dean's List report.

'Save to Excel' is not functional at this time. There are two recommended "work-arounds" to this issue. First, if you are using Internet Explorer, use 'copy and paste' to move the information into an Excel file. Second, if you are using Netscape you may either download Internet Explorer to take advantage of the 'copy and paste' method mentioned above, or you may call the IMS User Support line for assistance. The IMS User Support line is 626-8812.

IMS is currently working on a way to e-mail all students on a list as a group, not individually. The Dean's List table is drawn from a PeopleSoft SQR and the data is effective the SQR was run. IMS is investigating whether the effective date can be added to the report.

One RAC member asked about the performance of these reports? The tables for the Data Warehouse are updated each morning, so if you try to access them before 10:00 a.m. they may be very slow. Other RAC members mentioned that they had been using the tables for the past few days and were very impressed with their speed.

IMS requested that if anyone encountered any problems, to please let them know. Also, if there are enhancements to the tables people would like to see please let IMS know.

**Update on Process for 2<sup>nd</sup> Major/Minor/Degree in 2<sup>nd</sup> College:** In PeopleSoft students are allowed to have more than one active career (e.g., pursuing a bachelors degree and a PhD). However, PeopleSoft cannot calculate tuition for these individuals. OTR will recommend that Student Financials examine this issue, and create a way to deal with the problem. College offices will be granted access to all undergraduate students so they can enter students' information in for second majors, minors or degrees.

The procedures that the RAC subcommittee agreed upon, and were presented at the May 8, RAC meeting are as follows:

Proposed Procedures for Students with 2<sup>nd</sup> Majors, Minors or Degrees in a College Other than Their College of Enrollment

- Students who wish to complete 2<sup>nd</sup> majors, minors or degrees will first be advised by their home college or a cover sheet (available via the web, service centers or college offices) that they should call or visit the undergraduate college office housing the area they wish to pursue a second major, minor or degree.
- Once the appropriate forms are completed and submitted, the college office housing the second major, minor or degree will enter the student information
- When a student is nearing graduation and completes the application for degree, they will be asked to declare all majors or minors AND if they are completing two separate degrees (e.g., a BA and a BS) they must complete two application for degree forms.
- These forms are turned into OTR and OTR will photocopy the form and send one to the student's home college and one to the second major, minor or degree college. Each college will be responsible for clearing the students who have completed a second major, minor or degree in their college (e.g., a student who has a first major in CHE and a second major in CLA will be

cleared by CHE and CLA, respectively).

**End of Term Processing:** Both the regular and late grade runs for spring have been completed. If grades are missing it is likely that the grade sheet was not returned to OTR or the grade sheet was returned "unscannable" (e.g., completed in ink, stray writing on it, coffee spilled on it). OTR is in the process of entering these manually. These grades will be entered onto the system before Financial Aid runs the Significant Academic Progress report the week of June 23<sup>rd</sup>.

Dean's List and Probation have both been run. The effective date for this run was 5/31/00. This data was uploaded into the IMS Dean's List and Probation reports. Both the Dean's List and Probation reports are available in the Data Warehouse.

All colleges should have transcripts for graduating students. These transcripts were in student ID order, as they were manually entered, not alphabetical.

One RAC member asked if there was a way to have the courses sorted by department instead of in semester (alpha) order? Unfortunately PeopleSoft does not have the capability to do a sorted transcript report. It is recommended that colleges use APAS reports to find or verify this information.

It will take several weeks to delete the contingency degree memo's and re-post the fall degrees in PeopleSoft. The goal is to have work completed by the end of June. Please send Vickie Roberts ([v-robe1@tc.umn.edu](mailto:v-robe1@tc.umn.edu)) the name and ID number of any student who is missing memos and doesn't have the PeopleSoft degree posted.

Spring degrees will be posted the week of June 19-26.

One RAC member asked if it was all right to clear a student for graduation if their transcript is incorrect? Yes, it is acceptable to clear this student for graduation, but please let Vickie Roberts ([v-robe1@tc.umn.edu](mailto:v-robe1@tc.umn.edu)) know of any problems (please include the specifics of the problem and the student's ID number).

**Conversion:** OTR is currently reevaluating conversion of historic student records. One issue is that not all errors were showing. As things currently stand, OTR may have to audit every record of every student to insure its accuracy. OTR has gone through three conversion teams and is working hard to keep this team. If the colleges have questions about conversion or see problems in converted data, please call the help desk and you will be forwarded to the conversion coordinator.

**PeopleSoft Update:** The June 2, 3 and 4 implementation point was successful.

**Registration** - Registration went very well. OTR will have to take-in some paper registrations during times that the system is down for HR implementation.

**Web** - We continue to have a problem with changing grading options via the web. The web team, OTR analysts and ADM developers are working to find a solution to this problem.

**Grades** - Spring grade and late grade runs are complete. Developers are writing programs for the intercession and summer grading process. We continue to run into a few problems but are able to resolve most of the issues.

Grading sheets for intersession have been printed and distributed.

**IVR** - IVR is up and running for grade access. OIT staff will be monitoring the load on the phone lines once grades are posted to ensure students are able to get into the system, Grades for the TC campus were available May 22.

**Conversion** - See above update.

**Transcripts** - The PeopleSoft transcript has been rewritten into an SQR to facilitate printing. New transcript paper is expected to be delivered this week. Implementation is targeted for mid-June. Once the system is stable, it will be rolled out to colleges and departments.

**Student Financials** - Students who were issued corrected intersession bills were also sent a letter explaining the bill and apologizing for any confusion. Approximately 800 students were sent these letters.

The summer bill will be mailed on time.

**Reporting** - IMS has lost two staff and is in the process of replacing them to assist with the reports necessary to help with business processes. The probation and dean's list reports are now available.

**Data Clean up - Staff continue to work on data clean up, training issues and resolving students' problems from fall and spring term.**

**End of Term Processing:** See above report.

**Web Update:** The registration facelift continues to move forward. We will be testing this in July and likely have it available in to students in August. The Paperless Financial Aid Office has begun and is progressing very well.

**Implementation Point** - Implementation the weekend of June 2-4 was successful. The next implementation point is scheduled for June 23, 24 and 25. Payroll is on track for the June implementation. Additional dates (tentative) that the system will be unavailable are: July 15 and 16.

OTR systems group has lost 5 people in the last two and a half months. OTR is currently working to prioritize and schedule fixes to the system.

**IUT and Probation Subcommittee:** The RAC subcommittee established to examine IUTs and Probation met in late-May. The committee felt strongly that we need to ensure that students' probationary status follow them throughout their academic career. To this end, the committee proposes the following: "A student's probation/suspension status follows him or her throughout the University. Once a student transfers to another college, the new college is responsible for monitoring the student's probation/suspension status (the new college should be responsible for monitoring the student's probationary status in the term immediately preceding their admission because application deadlines occur before grades are out for the term and because probation review occurs after the term has ended), including sending a letter to the student notifying him or her of the probation/suspension status. In some instances, students may receive two letters, one from their current college and one from their previous college of enrollment. This policy is intended to deter students from transferring within the University to avoid probation or suspension."

OTR will examine and address the many questions generated from this subcommittee discussion.

**Intersession Update:** Financial Aid has made the decision to connect intersession to summer term.

**APAS Update:** Spring 2000 grades that have been turned in to the Office of the Registrar are appearing on the batch APAS reports.

Exception Screens:

32A, 32B and 32C are in production and can be used to make exceptions for ALL students.

32E, 32F and 32G have been user tested and will be moved into production next Wednesday (6/7/00) evening and available for use on Thursday, June 8.

32H and 32I are in the user testing stage and if all goes well, will be moved into production the following weeks.

On-line APAS reports. "User" testing (Jason and Margo) will be spending time the week of June 12 at WBOB to do heavy duty user testing of the on-line system. If all goes well, on-line will be moved into production the end of June.

**Issues with Orientation:** The registration system will be unavailable on Friday, June 23. OTR will take in-person registrations and use an Access data base to accommodate registering freshmen who are on campus for orientation that day. Once students have gone through orientation, the NS hold should be removed.

**English Composition Exemption:** Laurel Carroll has graciously offered to take over placing the correct code on the records of students who have been exempted from English Composition by exam, coursework, and AP/IB. Laurel said she would be willing to pull up last year's records and place the appropriate exemptions on those too.

**Advising Group Update:** Three examples of advisory web pages were handed out to the RAC group. They are: 1) University of Southern California - [http://www.usc.edu/dept/ARR/oasis\\_menu/advisor.htm](http://www.usc.edu/dept/ARR/oasis_menu/advisor.htm) ; Iowa State University - <http://www.adp.iastate.edu/accessplus/demo/dindex.html> ; 3) Massachusetts Institute of Technology - <http://student.mit.edu/cgi-docs/advisor.html> OTR and the original advising group are working together to create an advising web site.

**Summer Meetings:** There will be no RAC meeting in July. The next meeting is scheduled for August 7. This meeting will be held in conjunction with the fall semester reporting orientation meeting.