Registrar's Advisory Committee Meeting
March 5th, 2001

Present: Kristeen Anderson, Terri Tuzinski, Leah Clark, Jan Schlueter, Karl Lorenz, Cindy Salyers, Teresa Fruen, Carolyn Davidson, Janet Larson, Rick Marsden, Genny Rosing, Andrew LaChapell, Judy Hinnekamp, Clair Strand, Jackie Carlson, Gayle Woodruff, Laurie Gardner, Laurel Carroll, Terri Alms, Vickie Roberts, Deirdre Kennedy, Pam Cook, Karen Sprangeler, Gail Fraser, Michael Helget, Jim Rowan, Peggy Phan, Jan Reifsteck, :Lonna Riedinger, Jennnifer Koontz, Teresa Baultrippe, Ted Skogman, Janet Crittenden, Julie Selander, Kelly Brooks, Sue VanVooris.

PRAC:

Present: Cindy Salyers, Stacy Grimes, Maureen Long, Marc Behlke, Teesha Kirschbaum, Nicki L. Cook, Carol Gross, Michael Helget, Jim Rowan, Patsey Kahmann, Kathy Gurney, Terri Alms, Vickie Roberts, Julie Selander, Theresa Baultrippe, Jennifer Koontz, Andrew LaChapell, Genny Rosing.

Announcements:

Human Ecology Assistant Director is leaving her job and moving into the Global Campus Office.

Judy Hinnekamp is attending her first RAC meeting – welcome Judy. Jackie Carlson notes that Duluth also has their own RAC meetings also.

Review of February Minutes: There were no changes noted.

Readmit Form and Process:

Vickie Roberts and Barb Anderson presented the final draft of the form, and are accepting revisions until March 7th.

Degree GPA:

Effective fall 2000, OTR staff have started to record a Degree GPA for students in all Undergraduate colleges and those Graduate and Professional college requesting it. The Degree GPA is defined as the cumulative GPA on the transcript at the time the degree is added. The Degree GPA remains static unless the college requests it be updated (college will provide the information regarding which courses will be used to calculate the new Degree GPA) or when a grade change comes through on a supplemental grade report for course completed prior to the degree posting. The Degree GPA will then be re-calculated and OTR staff will update the Degree GPA field. If a student continues to take coursework in the same college after graduation, the cumulative GPA will change to reflect this additional coursework, but the Degree GPA will not.

Grades of I that lapse to F or N will not cause the Degree GPA to be re-calculated. The Grade Policy does allow for I's to lapse even when a student has graduated.

Students graduating prior to Fall 2000 may request a Degree GPA be added to their transcripts.

Update on I Grades:

Highlighted the lapsing process that was also completed for students with I's from Spring and Summer 1999. These students were "grandfathered" into the new lapsing policy allowing a student a year to make up the incomplete rather than using the guidelines from the former policy that would have lapsed the incomplete after the next completed term.

If the student continues to work on making up the incomplete beyond the year deadline, the department may submit a supplemental grade report changing the F (or N depending on grade base of registration) back to an I.

Types of Grading Errors:

Clarification: Grade sheets are returned to departments when they fail to scan. Grades will not appear for any of the students on the grade sheet until the errors have been corrected.

Due date for grades for Spring, Summer, Fall 2001 for all campuses was distributed.

Sue Van Voorhis noted that when the grade deadline for Fall 1999 was extended to early January 2001, a greater percentage of grades were submitted late than Fall 2000 when the deadline was not extended. Sue will no longer consider an extended due date for grades.

She also reported that 80 % of AAU schools have web grade processing.

Discontinue Update:

Vickie Roberts reported that this process has occurred. We have a list of 3500 student who did not register; this group will receive the letter explaining the discontinue process. Letters will go out from the OTR this week – March 5th. Vickie noted that students may contact colleges and asked to be placed on a Leave of Absence. To do this, insert a row of LEAV into the program plan panel. A pre-determined return from leave can be entered using the return from RLOA on the program plan panel with a date on or before the term in which they re returning. In the letter that the OTR is sending out, we have added a footnote the process of degree clearance, so that students know that their record may be in process of being cleared for graduation and not to worry. We are also reminding students that they need to clear any holds before they return. We are sending this out snail mail, but starting next term we will use e-mail. We will have the ability to keep a student's e-mail for a period of 5 years.

We have sent the lists of the students impacted to the colleges. The coordinators or senior advisors are receiving the list. We held off sending due to some program bugs.

A RAC member asked if we are discontinuing students who have applied to their degree but not completed. As we cannot distinguish between those who have applied and are working toward completion and those who have applied and are not working toward completion, we do discontinue them.

CUD has also discussed the need to keep in touch with students who have not returned. Craig Swan is sending out other lists to departments for their use in prompting their students to re-enroll.

Clare strand asked how the degree candidate report is coming. Cindy Salyers (IMS) replied that she is working on applicant report.

Confer/IUT:

Vickie Roberts handed out the correct IUT dates for twin cities, which are included in the class schedule. The class schedule is coming out very soon. Once correction was noted for a program moving to March 1st.

Jackie Carlson reported that Duluth is going to confer degrees after the May session. A question arose as to how we report about students who have applied for May session? They are all in the summer session as far as the applied date. As far as workarounds, we hesitate to put into place some mechanism as we may move toward monthly grad dates. Graduate school doesn't have a problem with this, since they use a student group. Sue VanVoorhis proposed that we try it without the student group for now and see how it works.

Bracketing courses

Vickie Roberts is looking for any changes to the request for record change form. This form was distributed at RAC. Discussion occurred regarding the difference between repeat and exclude; repeat is used for courses that are repeated after fall 1999 and exclude used by the conversion process before that time. She asked for any other changes that staff had.

Term Activation:

Kristeen Andreson Highlighted a few of the current problems:

For some students the correct calculation of Load/Level is not occurring. This impacts a small group, and OTR is working on fixing the problem.

Effective dated plan changes are also not being picked up by Term Activation, OTR is actively pursuing a fix for this problem.

FA Eligibility flag currently appearing on the Term Activation screen will be hidden due to a change in the way that Financial Aid will be determining eligibility in the near future. All Programs will be considered FA eligible initially by the program and then those that are truly not FA eligible will be placed in a student group indicating FA ineligible.

For students Term Activated in two careers, OTR processes a report that discontinues them in one of the activate careers. This report is shrinking as the data is getting better.

The new Term Activation batch process will read future dated discontinue rows, such as those added to student in the Professional Development Program.

Course Guide:

Sue Van Voorhis reported that starting with fall 2001 Web Guide, courses without information will not appear. Jackie Carlson reported that we do not print them if they do not have an instructor listed, so that can be misleading.

Another problem reported is that the instructors are not getting enough time to make changes due to potential routing time. Kristeen Anderson reported that OTR is working on a web solution, which may be rolled out this coming summer pending successful testing by Office of Classroom Management.

Additional Items from Sue Van Voorhis:

The PeopleSoft system is down Friday, March 9th.

The data integrity project, which involves Student Financials, Financial Aid and Student Records primarily, is under way. There are a number of pieces to this project and they are, an evaluation of which system modification we can removed, evaluating business processes for potential re-design, reports and of course ensuring more accurate data. The project is moving forward and going well, even though it is extremely intense for those involved. This is a very positive experience, which involves all teams working together. We most likely won't get all the intended fixes and enhancements done in 6 months, but we are making great progress.

Next year we may be in need of another building/room for RAC. It was agreed that we will hold the August meeting, but will skip both June and July..

Terri Tuzinski handed out a procedure sheet on the study list and study list with fees. Now that both are crystal your printer defaults should remain in the panel. She also reported that the Lab used for training is having work done, so please make sure that those attending training go to the correct location.

Tina Falkner is requesting volunteers for usability testing of the academic profile, which is the Web based tool for advisors. Kristin is sending out a note to the list serve asking for volunteers also. Lonna Reidinger reported that it is moving right along and it is time for people to look at the site. We need input, so involvement from faculty advisors would be great.

Jackie Carlson reported that advisors are not listed on the web, but are in portfolio. We would like this as an enhancement to web.

Registration/Orientation:

Janet Crittenden distributed the registration queue from the class schedule. In the class schedule for fall, the various sections are going to have color-coded headers to distinguish them. Classes taking place after 4:30pm will have a ½ moon symbol next to them. Correction was made to the queue times distributed, it should read, "Friday May 4th" rather than "Thursday, May 4th

A question was raised regarding the queue and if it includes courses in progress, plus incompletes. Duluth does not want to include the I's, but they are included. A question was raised about transfer credit and if it counts in the total credits. It does, but sometimes there are errors in the program which populated transfer credits from DARS. Janet Crittenden noted that when there are problems with transfer credits departments and colleges should call the registration center to resolve the problem. Their phone is 625-5333.

Registration Center will have new hours starting with the first week of the term: During the first week and the 2nd week, we will be open until 6 [P.M.] Tuesday – Thursday and Monday – Thursday respectively.

PS Update:

Future maintenance release dates:

Friday, March 9th & Saturday, March 10th - Primary focus Financial Aid Reg.'s II

Proposed:

April 21st
June 16th
August 11th
[O]ctober 6th

Production Fixes since 2/7/01

02/09/01

Business Process	Description	PCOM	Target Date
General	H75PRN save error in scheduling new classes		
General			
Discontinue Process	02/07/01	01/31/01	
General	Trigger error reporting	02/16/01	01/31/01
Cert Letter	Cert Ltr showing inactive programs and Med Fellows	02/14/01	03/09/01
Course	3 new session code xlat values	02/14/01	02/24/01
Course	Remove after 4:30 symbol from CC CCE classes	02/14/01	02/24/01

Course	Chg seqnum to sequence_nbr_6 in um_umsri071_wrk record	02/21/01	03/09/01
DARS	Transfer Backbridge/reference 14 and 15(MAINFRAME)	03/15/01	
DARS			
Increase array size DARS inferface	02/13/01	02/13/01	
Data Integrity	Missing Acad prog & FA prog units for zero cr classes	02/19/01	02/19/01
Data Integrity	Transfer work-quarter time not updating semester rows	<02/20/01	02/26/01
Grades	2 new Grading basis translate values	02/14/01	02/16/01
Hold items	Enrollment Request Audit - estimate only		09/23/00
X.500	2 new fields to X.500 extract for future effdt service indicators	02/16/01	02/24/01
X.500	X.500 extract missing multiple subplans	02/16/01	02/24/01

Open Items

Business Process	Description
General	International Student Group
General	Ugrad Allied Hlth Prog - chg stu prog - OTR issues
General	3 addt'l changes 0998 term rebuild(UMD)
General	Dean's List change for Crookston MULTU students
General	Add new field to security view
General	Change SR cfg files from IP to DNS
General	2 new probation worktable fields in UMSRU035
General	Repeat schemes data cleanup
General	PSEO Report
General	X.500 Honors Flag (additional sub-plan types)
Conversion	MAINFRAME Missing level 3 UC courses
Conversion	MAINFRAME Invalid Unit Codes
Conversion	MAINFRAME create list of stu w/ 024047 Grad lvl work
Conversion	Conversion deleting stdnt_career rows
Conversion	Conversion and dbloads file locations
Course	Combined Sections Enrollment- Daily clean-up

Course	Enrollment Counter
Course	Class component orphan cleanup panel
Course	CCE class schedule report changes
Course	Class schedule shorten dates and delete global notes CCE tag
Course	Class permissions class component out of synch
DARS	CAS Degree Audit Interface MAINFRAME
DARS	DARS Purge (APA012) MAINFRAME
DARS	Only active advisors on APAS reports
DARS	No course only in APAS
DARS	Transfer Backbridge(UMSRI049 Error Rpt- sort problem)
DARS	Term Activate Trigger for DARS interface
DARS	Transfer Backbridge Program Report
DARS	DARS trans credit detail 'T' post-flag errors
DARS	Change to 'Other Credits' for no degree Graduate students
DARS	Purge DARS mainframe tables - HOLD
Data Integrity	DARS/PS actual transfer credits comparison report
Data Integrity	Report for quarter credit conversion errors
Data Integrity	OSFP - SR - Deletion of Converted 01/29/1999 Data
Enrollment	Enrollment lockup PS fix
Enrollment	Term activation display error
Enrollment	Retrofits for Term Activation AA/SR July patch
Enrollment	term activation level load
Functional only	Should grade changes be processed for students with degrees posted to their transcripts
Functional only	Adm revocation w/ tran work to DARS-creates type of enrollment using unpost procedure
Functional only	AG hold for students in programs with all coursework completed outside of Minnesota
Functional only	Use of Program Actions/Action Reasons
Functional only	How to code student's record to stop any further activity when student is deceased
Grades	UM Grading Process Updates (Grade Roster)
Grades	Biology Grade Processing
Grades	Add class descr to grade scan sheets
Grades	Updates and fixes to Grade Lapse process

Grad School	Graduate School XLAT value misspelled
Performance	Distance Learning Registration
PS Bugs	Enrollment Request Panel Problem
PS Bugs	Enrollment Security Drop Functions
PS Bugs	srtrpurg.sqr does not purge new table ps_sa_rpt_rslt_hdr
PS Bugs	PeopleTools - cannot view comments on locked objects
PS Bugs	PeopleTools - cannot view index on locked records
PS Bugs	Print Degree information in Bold face type on transcript
PS Bugs	Crse_grade_input allows invalid values
PS Bugs	no enrollment trail on W grades
PS Bugs	Grade Lapsing problems
PS Bugs	Mass Enroll OPT grading basis problem
PS Bugs	Navigation from Enrollment to Inquire, Student Grades loses student's Emplid
PS Bugs	CC - bug in PeopleCode for checklist
PS Bugs	Term Activation has No Units in Academic Load even when enrollment
PS Bugs	Array Index not set on certain cases in SRTRMAC.sqr-term activation
PS Bugs	Reserve capacity enrollment capacity edits
PS Bugs	Instructor on Schedule of Classes updates erroneously
SPEEDE	Start/End date issue
SPEEDE	Multiple Campus Issue
Security	Student Group change Institution Security Probem
Study List	Study List Bad Address
March	
Patches	R-HBENSO-TT4V2 (Bundle #6) PS76SR001222ACRR
Patches	R-HBENSO-TT4V2 (Bundle #6) PS76SR001222ACRR retrofits
Security	Hide Menu panels and items
Transcripts	Transcript plan code not selecting correct effdt row
Transcripts	Zero credit course w/ W or V grades and term/cum totals
Transcripts	Transcript default printers for offical and unofficial trans
Study List	Change Study List from Crystal to SQR
April or Later	
Data Integrity	Eliminate FA Eligibility set by plan
Admissions	Fix Admissions Revocation

Revocation	
Data Integrity	transfer work not posting correctly to stdnt_car_term
Enrollment	Navigation from Enrollment to Inquire, Student Grades loses student's Emplid
Enrollment	Audit trail on enrollment inaccurate
Enrollment	load and multi-institution
General	Alumni Interface - UMSRI055 (runs monthly on 20th)
General	Audit System
Grades	Updates to grade programs
Performance	SR Large Table Partitioning Study
Patches	R-HBENSO-VG3GS (ES Bundle #7) PS76SR010131ACRR
Patches	R-HBENSO-VG3GS (ES Bundle #7) PS76SR010131ACRR retrofits
Transcripts	Add committee id to current transcript information

Student Financials Issues:

Julie Selander noted that payment applyer is being worked on, along with numerous bad billing problems, and third party billing. Parent refunding has been completed. With the data integrity project, Student Financials is actively working to replace SF modifications with PS Vanilla, where possible. The team is still working on SF implementation of such business processes as collections, write off, third party billing, IVR, and 1098TX. They are also working on writing necessary reports used to support business processes. Financial aid is also working on fixing process problems. SF will be open on Friday, March 9th. Billing will not occur for May session until it is actually over.

Note from Sue: As colleges are preparing fees, please contact us so that we can see if we can actually do that. Ted Skogman noted that there are certain things that we can do and certain things that we can't, without modifying the system.

IMS

Cindy Salyers noted that IMS rolled out a facelift of their site. They currently have a number of projects that are in process.

Training/Key Contact meeting:

Terri Tuzinski noted that the key contact meeting occurred this morning. This process will help us develop standards, which will define access by job and enable proper training.

Web update

The features that we had placed in the system in January, but then pulled due to problems are now back in the web. Class schedule now includes the exact dates of classes, which will be very helpful for summer in particular. When a student goes to drop a class, there will be a link to go to a site that explains to them the possible consequences of dropping a class. Considerations will include financial aid or billing impact.

Break to PRAC:

Introductions:

Announcements:

Request for volunteers was made for usability testing of the Academic Profile.

Vickie Roberts reported that her staff are working on recording degree gpa for undergraduates. She asked if the graduate or profession level programs would like this gpa recorded. Vickie reported that MBA, MPH are choosing to have the degree gpa's recorded. .

Genny Rosing notes that the graduate school keeps the degree gpa in the data warehouse and also calculate it for just graduate school.

Call for Admissions Issues? Jim Rowan reported that he is currently providing some graduate school training.

Call for Student Financials Issues? CSOM reported that she is having a problem with an individual student and is having difficulty getting it resolved. She was referred to Julie Selander for resolution. Genny Rosing, reported problems with students registered for multiple careers and wondered if the data was being cleaned up. Kristeen Anderson reported that the answer is yes, and asked Genny to contact us with specific problems. Additionally there are some programs that require multiple active careers, such as ME. These do pose certain unique problems.

E-mail Policy:

A handout was distributed which described the policy that is for the Twin Cities only. Basically this policy makes it a student's responsible to understand that the University may contact them up to 5 years and therefore they need to either access their U of M e-mail or forward it. This would go into effect, fall 2001. For clarification, this is an e-mail account only, not Internet access. It may be beneficial for the foundation to get involved after 5 years?

Dean's council:

Susan VanVooris introduced the topic of who is in charge of the ECIS system? In the past the registrar's office had been responsible for nagging departments to get maintain this information. However will not be involved in that process. Sue believes that this should come from the Dean's level, not OTR. Amy Winkel (IMS) is working with this system, but has noted that she is also responsible for hounding people.

Dual Degrees

Vickie Roberts reported on how difficult is to get a law and grad degree at the same time. Different tuition rates, different careers, what is full-time, approved joint degrees vs. informal dual degrees, and how you interpret transfer rules are all examples of the sorts of issues we face. There are also problems both academically and financially. The large question, who owns the student? Vickie's group is working and meeting regularly on this important task. Additionally Mary Koskan is getting information from AAUP and also writing up the procedures as best we can define them. Vickie will distribute the membership at the next RAC meeting.

Announcement from Sue Van Vooris:

We certify student athletic eligibility. We can not certify a student if they are not registered in PeopleSoft.