Registrar's Advisory Committee Meeting
May 7, 2001

Present: Kristeen Anderson, Theresa Baultrippe, Kelly Brooks, Jackie Carlson, Pam Cook, Laurel Carroll, Leah Clark, Anne Daly, Shelly Diers, Carolyn Davidson, Teresa Fruen, Bill Ganzlin, Laurie Gardner, Nancy Killian, Judy Kinnenkamp, Char Klarquist, Jennifer Koontz, Mary Koskan, Andrew LaChapelle, Brian Lieb, Karl Lorenz, Rick Marsden, Margo Mueller, Cindy Pavlowski, Lonna Riedinger, Jan Riefsteck, Vickie Roberts, Ginny Rosing, Alice Ross, Jim Rowan, Clare Strand, Karen Smith, Terri Tuzinski, Sue Van Voorhis, Anne White, Amy Winkel,

Review Minutes from March meeting: There were no changes noted.

Announcements:

There will not be RAC meetings in June or July. Over the Summer, OTR will continue to send updates and information via the RAC meeting list.

Mary Koskan announced that a message would appear on a post-it note on the Enroll in Courses page of the Sudent OneStop when the system is down due to PeopleSoft problems or maintenance releases. A new message informing undergraduate students that there is a tuition incentive if they enroll for more than 12 credits has also been added to the Enroll in Courses page.

Daily ads were placed on May 3 and 4 notifying students that University-assigned student email accounts (umn.edu account) are the University's official means of communication. The ad recommended student's check their email over the Summer for financial aid announcements and for other important information.

Jim Rowan reminded RAC members that Admissions will begin forwarding names of fall 2001,TC undergraduates students who have the program action of "Intention To Matriculate" (i.e., paid their confirmation fees) to Frank Grewe's office (CCO-ADCS). This is done on a daily basis to catch new names.

It is at this point when the X.500 email addresses are created.

At about the same time, CDs are sent to new students which explains how to

initialize their e-mail address. Last year, about 30-40 percent of students initialized their email address prior to orientation. The rest were done at orientation.

If colleges are planning to send emails to new students, you might want to wait until June. Only after orientation will you know that the student has definitely initialized the email account.

Freshman Composition, Second Language Exemption Tracking:

Laurel Carrol reported that she has been handling the new Freshman English

Composition exemptions since Fall, 2000, by using the "TCFK"

Student Group. No one seems to know who processed the Fall, 1999,

exemptions for English Composition. Freshmen are exempted from freshman

composition if they receive a 34 or higher on their index score or if they score in the 80th percentile on the SAT II. The exemptions for this year should be in the system by Orientation.

Transfer students are exempted from freshman composition if they

score in the 80th percentile on the CLEP Freshman Composition test.

Second language exemption tracking is done in PeopleSoft and then moved to

DARS.

Degree GPA Posting Update:

Since fall 2000, OTR staff has been recording a Degree GPA for students in all Undergraduate colleges and those Graduate and Professional colleges requesting it. Vickie Roberts said they have run into data integrity issues posting the GPA and have discontinued this procedure. Vickie will notify RAC members when the data integrity issues have been resolved.

Complete Cancellation Report:

The Complete Cancel Report lists students who have completely cancelled their registrations for the specified term and indicates whether they have subsequently reenrolled for that term. The new IMS report is "institution based" not "college based."

Duplicate ID Numbers:

Duplicate records/ID numbers are being created by staff and it is extremely difficult and time consuming to combine records once they have been created.   Some of the problems are listed below:

Financial aid data often cannot be moved or can be moved only with great effort once aid has been dispensed or awarded (ISIR data added), and government audit trails must be maintained

HR data cannot be moved once a payroll check has been cut, again government and U audit trails are compromised, the fix is costly and takes much effort

Please follow the procedure listed below for locating an ID number even if you think that the person has never been a University of Minnesota student or employee:

Go, Build Community, Maintain People Data (don't use Maintain Student Data) Use, Bio/Demo Data, Bio/Demo Data, Update Display All

This will only work if you have a Social Security number. Entering the name on this screen does not work. Entering the name on the Maintain Student Data - Use - Bio/Demo Data - Update/Display All will not bring up a student record if you search by name, SSN, or ID if the record is in conversion with only the bio/demo data in PS. If you enter any of these criteria in Maintain People Data, you will be able to bring up the student.

If you hit the search light on any of the screens and enter the student's first and last name and fetch, the information will be retrieved from both the people data and the student data. *The searchlight gives the broadest possible search*. This searches the entire Campus Community.

If you have questions or need assistance regarding ID numbers you can call the Files Department at 6-8153 or Jackee Wernesback at j-wern@tc.umn.edu.

End of Term Processing:

Sue Van Voorhis asked for assistance in getting faculty to report grades on time. The Twin Cities spring term deadline is May 17.

APAS/CAS Update:

The procedure for viewing reports on APAS will change on May 18. Instructions will be sent soon.

Margo Mueller plans to reinstate meetings with the User Group. She will send out an e-mail notice later this Summer for a meeting in August or September..

ASAS will be moving from the mainframe in the next year. OTR is looking at all options. One option is moving APAS to DARWIN, the client server version of DARS (APAS).

The University partnered with the Minnesota State Colleges and Universities (MNSCU) on a Miami of Ohio DARS web based product called Course Applicability System (CAS). This system enables a student to go to an web site and self report their history of courses This information will be sent to a server (located at MNSCU) and run against transfer articulation tables maintained by various Minnesota Institutions. The end result is that the student will be able to find out how their courses will transfer to various other Minnesota schools.

Degree Application Form:

Vickie Roberts distributed a draft of the Application for Degree form along with a coversheet. Students will need to complete a new Degree Application Form after one year if they did not clear for graduation. There is a new report in IMS on students who have applied to graduate but didn't clear for graduation. "DCAN" is the student group. RAC members had the following suggestions to the form:

Put the form on the web (on Web Enhancement List)

Give examples on the form

Maintain a good diploma address in order to track graduates and alumni Shelly Diers announced that Data Warehouse is adding a new feature whereby staff can enter a Empl ID will be receive a list of every address the student has given the University. Shelly would like feedback from the group on the best way to handle addresses. Please contact Shelly Diers at diers005@tc.umn.edu.

Collegiate staff was asked to review the application and forward any other suggested changes to Vickie Roberts at v-robe1@tc.umn.edu.

Future Registration Information:

Summer 2001 – Summer 2002 Registration Dates were distributed.

The Summer Session 2001 registration appointments were created in PeopleSoft to read 12:01 a.m., April 10. In the future, registration appointments will be created to begin at 6:30 a.m. which is the same time web registration begins.

The group was asked not to release to students or publish internal telephone numbers from the OTR College Contact List.

Email Notification:

An ad was placed in the Daily on May 3 and 4 informing students the University assigned email accounts (umn.edu account) is the University's official means of communication. Students are responsible for all information sent to them via the University assigned email account. A copy of the ad was disseminated to the group.

Training Update:

1. Instructors are not required to use + or - for grading. However, faculty are required to notify students in the syllabus as to their grading method. The RAC group is asked to disseminate this information since SCEP will probably not distribute a message regarding this new update.

2. Most students submit a degree application to the Office of the Registrar and OTR staff add a row in Student Program/Plan indicating the student has applied for graduation for a particular term and year. We are considering making the expected grad a required field but we need to confirm that all colleges are either using this or can use some variation of it. OTR will be working with the Office of Student Financial to determine how this may impact Financial Aid.

Clare Strand from Morris said when a student does not clear they put another applied row on the system and change the date. Clare was not sure what term and date they use. If we do add a new row, we need to determine the new expected grad term, should we move it out one term or one year or how long?

Terri Tuzinski will report back to RAC on findings from meeting with Financial Aid and will ask for further discussion at one of the Key Contacts meetings.

3. The trainers are working with all colleges and campuses that have student pursing multiple majors simultaneously to ensure that all major plan codes contain the degree type. This is necessary for complete and accurate APAS reports.

PeopleSoft Update: Sending new fixes through regularly.

Peoplesoft Future MaintenancePoints**:**

Proposed:

June 16th - The maintenance point needs to remain on June 16th in order to move financial aid regulations into production prior to the 30th. There will be a final go/no go decision on May 17th, which will then confirm that the maintenance release will occur on June 16th. This is an update from the June 30 date announced at RAC

August 11th

October 6th

If you would like a copy of the PeopleSoft Student Records Update handout please contact Kristeen Anderson at ander303@tc.umn.edu

Paperless Financial Aid:

An article from the StarTribune on Paperless Financial Aid was shared with the group. Starting in July, students at the University of Minnesota will be able to complete all of their federal financial-aid forms using a series of Web pages. The University became the first institution to offer a paperless federal loan-application. During the process, students will be directed to the Department of Education Web site, where they can electronically sign for the financial aid. The process, which use to take 6-8 weeks has been cut to 4 days. Students can still apply using paper but the method will be faster on-line.

Students will need to check their U of M email account this Summer for information on this process. Sue Van Voorhis asked the group for assistance in communicating to students the need for them to check their accounts. Sue is working with OIT on keeping the email accounts active for 5 years after the student has left the University or graduated. The details are still being worked out. This does not include, however, the Internet account.

IMS Update:

Shelly Diers distributed the Information Solutions Projects list. You will note that TBD is listed frequently in the Priority column. TBD means "to be determined." IMS is working with OTR to

put target completion dates on report projects. If you would like a copy the Information Solutions Projects list please contact Shelly Diers at diers005@tc.umn.edu

Shelly Diers was pleased to announce that Drew Lachapelle will begin working for IMS on May 21. Drew will bring his graduate and professional expertise to IMS which will be a great benefit to users.

Jackie Carlson from Duluth will work Nancy Killian on a transcript mailing to Duluth students.

OneStop Brochure:

The new OneStop Brochure was distributed by Mary Koskan. The brochures are available in the OneStop Student Services Centers in 200 Fraser Hall, 130 West Bank Skyway, and 130 Coffey Hall on the St Paul Campus. If you would like more brochures you can contact Mary Koskan at m-kosk@tc.umn.edu.

Compliance Form Draft:

Sue Van Voorhis handed out a draft of the Compliance Statement for Employment in the Office of the Registrar. Sue thought OTR could use the Web compliance statement but that didn't meet our needs. OTR wanted a broad based statement but not too detailed so it would encompass issues that surface. The E-Data Access Group is willing to revise the web. We will share our final document with the group.

Update on Academic Profile:

The Web Development team, advisors, and OTR staff continue work on the academic profile project. Usability testing will be done next month. A training packet will be created to explain how portfolio works. The group is also working on tips and prompts for each screen. October 19 is the "go live" date. There will be a communication plan sent to the University community.

Volunteers are needed for testing in late July and early October. This will require 1-2 hours a week and volunteers can do this testing in their own offices. A volunteer/participation sheet was distributed to the group. The participation sheet will also be sent to the Advisors Network. If you would like more information you can contact Tina Falkner at rovic001@umn.edu.

Diploma Update:

Effective fall, 2001, there will be two changes to the diploma. Signatures of the President of the University, Chair of the Board of Regents, Chief Academic Officer of each campus (e.g., Chancellor or Provost) and Dean will be added to the diploma. In addition, listing the relevant city the degree was awarded will also be a change. Currently, all diplomas say "Awarded at Minneapolis, Minnesota." The change would read "Awarded at Crookston, Minnesota," Awarded at Duluth, Minnesota," and Awarded at Morris, Minnesota."