

RAC Meeting Minutes

101 Walter

February 3, 2003

Attendance: Jennifer Alexander, Gary Andersen, JoAn Ash, Sheryl Bolstad, Amy Brewster, Jackie Carlson, Laurel Carroll, Linda Chin, Carolee Cohen, Tina Falkner, Teresa Fruen, Laurie Gardner, Stacey Grimes, Carol Gross, Sarah Huhta, Barbara Jensen, Denis Kane, Char Klarquist, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, DeneKuykendall, Betsy Leach, Jodi Malmgren, Rick Marsden, Margo Mueller, Maureen Nielsen, Jan O'Brien, Cindy Pavlowski, Jan Reifsteck, Lonna Riedinger, Alice Ross, Pat Roth, Cindy Salyers, Steve Schaus, Ben Sharpe, Lisa Shefchik, Michelle Steiner, Mary Vincent Franco, Amy Winkel, Kris Wright

Announcements: Mary Koskan announced that the Minnesota Daily printed a negative article regarding the OneStop phones and long wait times. In the past, there have been occasions when the wait times were long for students. However, One Stop Student Services has successfully shortened telephone wait times and the average hold time reported during the first week of spring semester was three and one-half minutes. The reduction is attributed to better trend analysis and more responsive scheduling during peak hours. OneStop receives approximately 1,500-2,000 calls a day, with 460 walk-ins and 300-350 emails. The article was inaccurate and a OneStop counselor wrote a response to the inaccuracies that were printed. OneStop is working to improve walk-in and phone wait times for summer and fall. If you have any questions, contact Mary at m-kosk@umn.edu

Review of January minutes: There were no corrections to the January minutes.

Refunds during downtime: Mary Koskan issued a hand-out regarding a change in the refund schedule. Feb. 17 is the regular deadline for students to receive a 50% tuition refund. This deadline has been extended due to the PeopleSoft upgrade downtime through the following Monday, Feb. 24. This information is also referenced in the Record (February) and ads in the Minnesota Daily.

Fall Registration Queue: Mary Koskan issued a handout for Fall registration times. Please discard this document! There are some slight adjustments that need to be made to the queue. A new version of the Fall Semester 2003 queue will be sent soon. If you have questions, please contact Mary Koskan at m-kosk@umn.edu.

Non-Degree Procedures: Mary Koskan issued a handout of new updated procedures for processing enrollments for non-degree seeking students. This updated handout has been fine tuned with added text and information. Highlights of the document include: students who have never attended the University are to be enrolled as a CCE non-degree student with resident status; students who request degree seeking status are to be referred to the Admissions office (if the student has only been in CCE in a non-degree seeking program); if the student was ever in a degree seeking program, they are to be referred to their college office for readmission or fill out a

Change of College form if they wish to be admitted to another college. For more about this handout, contact Mary at m-kosk@umn.edu.

Academic Staff Tuition Benefits: Human Resources is working to correct the Academic Staff Tuition Benefits form issued at the January RAC meeting. The tax on courses taken applies only to graduate students in graduate level courses only. New forms will be coming soon.

13 Credit Policy Update: Mary Koskan announced that students who graduate and then later return to the University and are readmitted to the same college with a minor plan (not a degree seeking plan) currently fall under the 13 credit policy. This group should have an exemption but we are unable to write a program given the complications and the low numbers of students. Therefore, students will be referred to the One Stop web site to complete the Request for a Reduced Credit Load on-line or to the college office for review.

Military Cancellation Policy: Mary Koskan issued a handout as a reminder regarding students who are being called to duty. The policy is also found on the One Stop web page at <http://onestop.umn.edu/registrar/registration/military.html>

At the request of some students and faculty the military cancellation policy will be added to the grey-bar on the main student OneStop web page. Students need to give OneStop a copy of the military orders to OTR and complete a Retroactive Tuition Petition form and Request for Leave of Absence form.

PeopleSoft Update: Kris Wright reported on behalf of Kristeen Anderson that everything is "a go" with conversion. UM Reports will be up that week but the information that can be viewed will be not be updated information. UM Reports will be down Feb. 25/26.

An ad draft for the Minnesota Daily during the downtime was distributed displaying what functions will and will not be available for students at that time.

The view-only database will remain active from Feb. 17 through March 9 (PeopleSoft will be up and running on Feb. 24) .

Margo Mueller announced that with DARwin, APAS reports will be available but will also be static information. You will be able to do exceptions but you will not be able to do any batch audits. The next batch will be available at the end of February.

Four-Year Grad Planner: Vickie Roberts announced that the subcommittee has reviewed an overview of the Grad Planner and are working to gather data. The committee is still in the preliminary stages and each month they will give a progress update. They are currently working on how new programs are approved and who gets notified and how.

Mid Term Alerts and Web Grades: Tina Falkner announced on behalf of Dave Krueger that the go-live for Web Grades remains planned for this spring. Proxy for an instructor will forward each semester. You have to actively take the instructor off the proxy list if you don't want them to continue as a proxy.

Tina Falkner issued a revised email that students will get when receiving a Mid-Term Alert. The new email is less alarming and more personal. The Record (February) contains a brief article on the system being inaccessible from Feb. 15-23 due to the Version 8.0 upgrade.

Portfolio-does anyone use it for advising: Tina Falkner asked on behalf of Sue Van Voorhis if any of the colleges were still using Portfolio.

State Grant update: Kris Wright reported that due to the state's financial troubles, there will be no state grant money available for students this summer. It is uncertain whether or not there will be money for spring. The outlook for fall is also uncertain. There is a possibility there will be no state work-study or child care funds available. Existing financial aid packages for currently enrolled students will not be affected.

New Refund Schedule: Kris Wright reported that the new tuition refund schedule (in effect Fall 2003) reflects the following changes. A student will receive a:

100% refund before the term begins

90% refund for the first week

75% refund for the second week

50% refund for the third week

25% refund for the fourth week

*Duluth will have a different refund schedule.

These significant changes will bring the University to the same level as other Big Ten institutions and it encourages students to finish courses for which they register.

For seven week courses, the schedule is as follows. A student will receive a: 90% refund for the first week

50% refund for the second week

*Duluth will have a different refund schedule.

Student Bill Calculation change: Kris Wright announced that the OSF is calculating bills early (in July) for fall term in July as a way to help students see earlier what their awards may be.

OSF update: Kris Wright issued a handout regarding Spring schedule.

Mary Koskan added that there is a message on the One Stop web page about the system upgrade regarding what functions a student can/can not perform.

Degree Application Deadlines:

TERM OF GRADUATION - APPLICATION DEADLINE

May Session - March 21, 2003

Summer 2003 - June 30, 2003

Fall 2003 - September 15, 2003

Spring 2004 - February 2, 2004

May Session 2004 - March 19, 2004

Summer 2004 - June 28, 2004