

## **RAC**

### **101 Walter Library**

**Dec. 1, 2003**

**Attendance:** Gary Andersen, Kristeen Anderson, JoAnn Ash, Theresa Baultrippe, Jackie Carlson, Sarah Corrigan, Dan Delaney, Shelly Diers, Tina Falkner, Carol Francis, Mary Vincent Franco, Gail Fraser, Teresa Fruen, Laurie Gardner, Stacey Grimes, Carol Gross, Lucy Hartell, Emily Holt, Barbara Jensen, Kitty Jones, Nancy Killian, Charleen Klarquist, Jennifer Koontz, Mary Koskan, Rich Kott, Dave Krueger, Amanda Roll-Kuhne, Denee' Kuykendall, Jodi Malmgren, Stephanie Nichols, Linda Norcross, Jan O'Brien, Cindy Pavlowski, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Genny Rosing, Cindy Salyers, Lisa Shefchik, Carmen Sims, Ted Skogman, Clare Strand, Pat Tollefson, Sue Van Voorhis, Lisa Wangchuk, Amy Winkel, Kris Wright.

**Announcements:** Kristeen Anderson updated the group regarding the waitlist pilot. As of last week 462 sections had waitlist capacity and over 118 students were on a waitlist. 124 successfully enrolled.

Kristeen also announced that the new course search system worked well with only a few minor issues. The system was unable to handle large loads, therefore, the old version had to be installed until the issue could be resolved. The new system is now back in production.

Jan Reifsteck announced that the College of Education will host an advisors open house Friday, Dec. 5 from 2 - 4 p.m. in 250 Wulling Hall.

Sue Van Voorhis announced that 700 courses were not closed as was printed in the Minnesota Daily on Nov. 17 (only 29 courses were temporarily blocked from registration). This problem resulted from the fact that many courses are offered during peak times (9am-2pm) and there was not enough room to accommodate the courses. There are 717 courses for spring that are unplaced and over 14,000 sections of courses. Steve Fitzgerald of the Office of Classroom Management is working with SCEP to see what can be done about the problem and try to get classroom space. If you know of any available classrooms in your area, please contact Sue at vanvo002@umn.edu.

Sue also announced that the Electronic Course System (ECS) will be implemented for department schedulers to help identify classroom space issues. The new web based system will replace the paper course-turnaround document schedule submission process. Everyone in the scheduling process, including departments, associate deans, and central schedulers, will gain the power of real-time information. ECS will go live on the Twin Cities campus on December 15.

Sue asked the group if they felt it was necessary to send a Web grades email reminder for fall grades. The group agreed that this reminder is necessary and should be sent.

Sue noted that she will begin working with the AHC on dual degrees. Due to a number of projects currently in development, however, the dual degrees issue will be revisited near the end of January.

Sue reminded the group that the January RAC meeting (Jan. 12) will be held in 130 Murphy Hall. Sue asked the group if there was any beneficial information that should be brought to this meeting that has not been covered. Lonna Riedinger suggested that campus calendar information should be addressed. If you have any suggestions on beneficial topics, please forward them to Sue at [vanvo002@umn.edu](mailto:vanvo002@umn.edu).

**Review of October minutes:** At the October RAC meeting the Leave of Absence (LOA) policy issue was brought forth. Clarification was needed as to the conditions when a student could keep his/her aid. Kris Wright clarified the matter in saying that if a student puts in an LOA he/she will be kept in the queue and their aid will be kept. If a student does not put in an LOA at all, then his/her aid is cancelled.

**Level/load tables for undergraduates:** Pat Tollefson asked the group if anyone was encountering problems with level/load tables in PeopleSoft that show the course minimum as 12 credits. Pat asked why is it still 12 credits in level/load when the policy states that a student must be registered for a minimum of 13 credits? Sue Van Voorhis explained that the level/load tables do not tie into the 13 credit policy. The 13 credit policy is only related to tuition. The University did not want to change undergraduate full time load to 13 credits because many programs require only 12 credit hours for certification purposes. A student needs 12 credits in order to get federal aid and in order to be exempt from paying back student loans.

**Degree clearance subcommittee:** Because the University is one of the slowest schools in the Big Ten and AAU in getting degrees processed, the degree clearance subcommittee headed by Vickie Roberts was formed. Vickie noted that the efforts are to streamline undergraduate degree processing for all campuses, eliminate manual processes and to help colleges, advisors, and students plan for timely degree processing.

Laurie Gardner distributed a questionnaire for colleges to fill out regarding information for the subcommittee as it relates to graduation clearance and commencement.

Please contact Vickie Roberts at [v-robel@umn.edu](mailto:v-robel@umn.edu) if you have any questions.

**Subcommittee on fee for readmit:** Laurie Gardner reported on the "fee for readmit" issue that was brought forth at past RAC meetings regarding whether or not a fee should be charged to students who apply to be readmitted into their program. Because the process of evaluating students' credentials is arduous and time consuming for many departments, the group originally felt that charging a fee would encourage students to be more serious about the readmission process. The committee finally agreed that a fee should not be assessed to students.

**Supplemental grades update:** Kristeen Anderson noted that the supplemental grades project is on target to be implemented by mid-January. Supplemental grades and grade changes will be submitted on the Web and will no longer be submitted to the Office of the Registrar on the

Supplemental Grade Form. This new on-line system will eliminate the current paper process. Supplemental grades are used when grades need to be entered early or late or changed from originally-submitted grades. Submitting supplemental grades on the Web will be similar to issuing final grades. Any initial grades submitted early or late will require only the approval of the instructor. Grade changes, however, may require additional approval at the department's discretion. The department has two options--to require approval or to **not** require approval. If a department does require approval, then that department must select a person to approve all grade changes. A form will be sent to each department head for approval information.

**99PRD problems and issues:** Sue Van Voorhis asked the group if there were any issues relating to the 99PRD process. After some discussion, it was decided that this issue will be revisited during the January RAC meeting. If you have any suggestions on how to let students know about this process, please forward them to Mary Koskan (m-kosk@umn.edu) or Sue Van Voorhis (vanvo002@umn.edu). If you have questions about the approval process, contact Dan Delaney at delan021@umn.edu. (An electronic brochure will be sent with the minutes.)

**Distance Ed Student ID process:** Emily Holt announced that a new student group has been added for college staff to add to appropriate student records that will charge resident rates to off campus students (with non-resident status) that are taking distance education courses. For example - John Smith who lives in California, registers for an on-line, web based course. He would be eligible for the resident tuition rate for the class because he is an off campus student taking a distance education class.

The student group that has been set up for this process is DIST - Distance Education Tuition. OTR strongly suggests that this student group remain active for the current term of registration only.

- For questions about adding student groups to records, contact the PS User Help Line at 625-2803, or e-mail: [techteam@sossgw.stu.umn.edu](mailto:techteam@sossgw.stu.umn.edu)
- For questions regarding a student's eligibility, contact Emily Holt at 624-4379, or e-mail: [eholt@umn.edu](mailto:eholt@umn.edu)
- To monitor students that have this service indicator don't forget to use UM Reports at <https://www.umreports.umn.edu> The Student Group Report can be found under Student & Instruction - Student Records.

**Update Removing the Active/Inactive Flag:** The tech team is working on removing the active/inactive flag for student advisers and will use standard PeopleSoft effective dating to set the active advisor as the advisor in the max row. Terri Tuzinski is leading the group. The target date is the end of December and must be completed by January 15. Please contact the Student Records Tech Team if you have any questions at [techteam@sossgw.stu.umn.edu](mailto:techteam@sossgw.stu.umn.edu).

**Summer 2004 Refund:** Mary Koskan issued a handout with the refund chart for summer 2004. If you have any questions please contact Mary at [m-kosk@umn.edu](mailto:m-kosk@umn.edu).