

## **RAC**

**May 3, 2004**

**101 Walter Library**

**Attendance:** Gary Andersen, Shuji Asai, Theresa Baultrippe, Sheryl Bolstad, Paula Brugge, Jackie Carlson, Laurel Carroll, Pam Cook, Dan Delaney, Paula Dicke, Tina Falkner, Tracy Fischer, Teresa Fruen, Laurie Gardner, Sara Georgeson, Kit Gordon, Stacey Grimes, Carol Gross, Sarah Harper, Emily Holt, Barbara Jensen, Char Klarquist, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, Dave Krueger, Amanda Roll-Kuhne, Dene Kuykendall, Drew LaChapelle, Meredith McGrath, Margo Mueller, Linda Norcross, Jan O'Brien, Cindy Pavlowski, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Jennifer Rosand, Genny Rosing, Alice Ross, Pam Schirmers, Ben Sharpe, Lisa Shefchik, Clare Strand, Kendra Weber, ETTY DeVeaux Westergaard, Amy Winkel.

**Announcements:** Vickie Roberts distributed an updated Office of Enrolled Student Services phone list with administrative (for internal use only), college and department (for internal use only), and One Stop Student Services phone numbers.

- Vickie also distributed a handout listing dates for spring semester probation reports. The Twin Cities' undergraduate probation reports will be run on May 21, 28 and June 4; Crookston's dates are May 14, 19, and 24; Morris' date is May 20 and Duluth's is May 26.

Each run is a new report, any changes in a student's status is not carried forward. Probation reports will be available in IMS reporting the following day. If you have any questions, contact Vickie at [v-robe1@umn.edu](mailto:v-robe1@umn.edu).

- Mary Koskan announced that as of March 1, the National Student Clearinghouse is the University's authorized agent to respond to requests from all outside agencies for degree and enrollment verifications for students. External agencies, such as employers or background screening firms, must now contact the National Student Clearinghouse via their Web site at [studentclearinghouse.org](http://studentclearinghouse.org). The clearinghouse will provide electronic verification of student degrees and enrollment to employers, employment agencies, credit card companies, background search firms, and various other businesses that offer products or services based on an individual's status as an enrolled student. This information is available on their secured Web site 24 hours a day, 7 days a week, and 365 days a year.
- Mary also announced that by mid-June currently enrolled students will be able to view enrollment, degree history, and student loan deferments, as well as print their enrollment and degree certificates (to be sent to health insurers, housing providers and others) at the National Student Clearinghouse Web site at no cost. A link will be provided for students on the One Stop Student Web page at [onestop.umn.edu/Student](http://onestop.umn.edu/Student).
- Paula Brugge announced that the new process for transfer work evaluation has been effective. The new method involves reviewing and evaluating all transcripts that arrive in the Office of Admissions, prioritized in date-received order with a two week turn-around. If you have students who are graduating and who need transfer work evaluated, contact Judy Cross at [j-cros@umn.edu](mailto:j-cros@umn.edu). If you have any other questions, contact Paula at [brugg005@umn.edu](mailto:brugg005@umn.edu).

- Dave Krueger announced that the dual degrees project is moving forward. We are currently in the process of meeting with OESS to examine ways to better facilitate post-baccalaureate students who are pursuing two separate degrees. Currently, OESS is examining financial aid compliance with this issue.
- Sue Van Voorhis announced that there is a charter moving forward to the E-sponsor group considering the removal of SSNs in PeopleSoft. Sue wanted to know how colleges use SSNs and if completely removing it would hamper business. All agreed that it should be used in search/match. Duluth noted that the SSN is the only way information comes back to the university from the clearinghouse. Clare Strand noted that students must provide their SSN in order to initiate their Internet account and if the student doesn't know it, someone in the Registrar's office must look it up in the system. This issue may be revisited at a future RAC meeting.

**GPA calculations:** Tracy Fischer asked the colleges how zero-credit courses are calculated. Many colleges do not calculate zero-credit courses into the gpa. This topic may be revisited at a future RAC meeting.

**99PRD Subcommittee update:** Dan Delaney updated the group on the progress of the 99PRD subcommittee. In past RAC meetings, there was a concern with letting students know about the 99PRD process. Here are some recommendations/actions that Dan and the subcommittee formed:

**Recommendation 1:** Survey current students Action: Survey current 99PRD students to get their feedback on the process. Specifically address how they found out about the 99PRD process, the ease or difficulty of the registration process, and their overall experience navigating through the procedures for registration.

**Recommendation 2:** Address student confusion about process/procedures Action: FAQ document being developed to put on the One Stop Web site. Non- degree information sheet and cancel/add/refund deadlines specific to these students are sent when students are registered. Addition of a drop-down menu to Web site with list of departments and contact names/numbers.

**Recommendation 3:** Train departments on process/procedures Action: Provide departments with instructions on what students need to submit to get registered/cancel/change grade basis before and after established deadlines. Send emails to DGS listserv and/or Deans/Associate Deans to inform them about the process so they can better train departments to act as the student's "College." Make sure all OTR/One Stop Staff are informed about procedures so that they can correctly refer students. Also provide departments with FAQ document mentioned above. Departments are currently being communicated with about updates and procedures twice a semester near the beginning of open enrollment and again before classes begin.

**Recommendation 4:** Increase marketing Action: Send out hard copy Earning Graduate Credit brochures to departments to distribute to interested students. Provide updates in The Record to inform more staff/faculty about the 99PRD option and any changes or updates. Request for links to be placed on Graduate School and CCE Web sites as many students may start their inquiry on these sites.

If you have any questions, contact Dan Delaney at 612-625-7864 or [delan021@umn.edu](mailto:delan021@umn.edu).

**Checklist for students leaving the University:** Mary Koskan distributed a draft handout detailing checklist items for students who are leaving the University for one semester or longer. Checklist items include:

- \_\_\_ Drop your class(es).
- \_\_\_ Contact your academic adviser and/or college.
- \_\_\_ Request a tuition refund (if applicable).
- \_\_\_ Speak to a One Stop Counselor if you have financial aid.
- \_\_\_ Request a transcript.
- \_\_\_ Complete an Exit Interview.

If you have any suggestions or would like a draft of the checklist, please contact Mary at [m-kosk@umn.edu](mailto:m-kosk@umn.edu).

**Undergraduate petition:** Mary Koskan distributed an undergraduate petition form with suggested changes and revisions. The group did not agree with some of the suggested revisions. A RAC subcommittee will be formed to identify ways to improve the form. If you have any questions, contact Mary at [m-kosk@umn.edu](mailto:m-kosk@umn.edu).

**CAS update:** Margo Mueller announced that CAS will go live on Friday, May 14. Help screens are now in place. Today and tomorrow we will be reloading data. The database will be updated every two weeks. The system is not limited to Minnesota schools and includes from 1,500 to 2,000 schools in the United States. Margo along with Paula Brugge will be doing CAS demonstrations at the August RAC meeting, the AAN meeting and the June CUD meeting. If you would like Margo and Paula to do a demonstration for your college, contact Margo at [m-muel@umn.edu](mailto:m-muel@umn.edu).

**Supplemental grades update:** Many instructors have expressed a need to have an email confirmation of grade changes that includes student information. Because email is not a secure method of sending the student's information, instructors will receive an email with a link that will take them to a secure site to view the student's grade change information.

Jackie Carlson noted that many messages that are generated from PeopleSoft contain impossible to make out text. Dave Krueger suggested that this issue may be related to the email client that Duluth uses.

OTR will be implementing a change to restrict users' access to the supplemental grades application. Currently, anyone who is assigned as a class instructor (including proxy) and whose grade access is set to approve is able to access both final grades and supplemental grades. Proxy access was initially setup as a way for departmental staff to be granted final grade access. Since final grades are available for only a relatively short period of time, leaving the proxies associated with the class wasn't seen as a problem. However, now that proxies are also able to use the supplemental grades system, we could run into a situation where staff members change

departments but still have access to grade classes from their old departments. To remedy this situation, we are planning on removing proxy access to the supplemental grades application.

In an effort to try to simplify the security system, we will update final grades access to include supplemental grade initiators. This means that any user identified as an initiator for your academic org (department) will have access to both final and supplemental grades.

A new mod is in production for final grades that limits the number of terms that appear on the screen. It will only show terms for which a roster has been generated.

Amy Winkel announced that IMS has two new grade reports: grade change detail and grade change count. This summer there will be an additional report that will monitor the changes where the grade was originally I, K, or X.

If you have any questions, contact Dave Krueger at [krueg055@umn.edu](mailto:krueg055@umn.edu).

**Money from the feds:** Kris Wright announced that the University does not expect a change in the amount of funds for workstudy and the Supplementary Opportunity grant.

**Caution of state grant:** Kris Wright announced that the state grant office is no longer an independent office; they must report to Gov. Tim Pawlenty; however, there will still be enough funds for workstudy and child care.

**Late/backdating degrees:** Some students are unaware that if they wish to have to their degrees backdated after receiving financial aid for future semesters, they will owe the University those funds received. In this case, students will not receive their diplomas until they have paid the University. Those in attendance were asked if they would like to be involved with letting the students know about the money owed after backdating or if they only want to be informed. Most agreed that they would like to be informed, while the graduate school agreed to be involved.

**Course identification:** Sue Van Voorhis announced that several distance education courses are not correctly identified in the system. This fall we will begin a project to cleanup distance education courses.

**4xxx/5xxx-level courses:** Sue Van Voorhis announced that an increasing number of undergraduate students are registering for 5xxx-level courses. SCEP is in the process of evaluating ways to stop underclassmen from registering for these courses. Effective spring 2005, only freshman and sophomores with permission from the instructor will be allowed to register for 5xxx-level courses.

**Non-credit registration project update:** Sue Van Voorhis announced that starting this fall, the University will be creating a non-credit enterprise solution to accommodate departments and colleges on all campuses offering non-credit courses. The solution will accommodate the registration process, course/training delivery, record keeping and more. If you have any questions about this project, contact Sue Van Voorhis at [vanvo002@umn.edu](mailto:vanvo002@umn.edu).

**Items for the August meeting with advisers:** Sue Van Voorhis asked those in attendance to provide any agenda items of concerns for the August meeting. All advising staff is encouraged to attend.

**June meeting:** Sue Van Voorhis asked if we needed to meet in June. The group agreed that a June meeting would not be necessary. As usual we will not hold a July meeting. The next meeting will be Monday, August 2.