

RAC/PRAC
May 2, 2005

Present: Shuji Asai, JoAnn Ash, Diane Ashby, Sheryl Bolstad, Paula Brugge, Jackie Carlson, Linda Chin, Carolee Cohen, Pam Cook, Dan Delaney, Ety Deveaux Westergaard, Peg Dimatteo, Tina Falkner, Tracy Fischer, Carol Francis, Teresa Fruen, Mike Galegher, Laurie Gardner, Sara Georgeson, Kit Gordon, Carol Gross, Emily Holt, Sarah Hosfield, Jennifer Koontz, Mary Koskan, Dave Krueger, Drew La Chapelle, Jodi Malmgren, Judd Mowbray, Margo Mueller, Stephanie Nichols, Kathy Nolan, Linda Norcross, Ingrid Nuttall, Jan O'Brien, Cindy Pavlowski, Lonna Riedinger, Vickie Roberts, Genny Rosing, Alice Ross, Cindy Salyers, Fran Schirmers, Chris Schlichting, Jody Seiler-Peterson, Lisa Shefchik, Clare Strand, Hanae Tsukada, Sue Van Voorhis, Mary Vincent Franco, Kendra Weber, Amy Winkel, Kris Wright

Announcements: Jennifer Koontz announced that the College of Continuing Education is having problems with students wanting to enroll in E term. Registration periods for extended-term (i.e., sections that start with B, C, D or E) Independent and Distance Learning (IDL) courses are timed so that only one section is open per month, year-round. Registration is open during the month before the month when the section begins. (e.g., Registration is open March 1-31 for the Spring E-term section which begins on April 15th.) When a section closes at the end of the month, there is no late registration available-students must register for the next month's section. Students that request college approval to exceed term credit limits should do so during published enrollment periods.

Mary Koskan announced that One Stop has created a new way for students to register. Under "Forms Online" at onestop.umn.edu, there is an E-mail Registration form. Students can fill this form out and send it in over the web. This form is different than registering online. Dan Delaney noted that while most students will use the web to register, more non-degree students will likely use this form. Mary Franco asked what the turnaround time would be for this form. Dan Delaney answered about 24 hours, depending on One Stop traffic. Students will be informed if the class is full.

Genny Rosing asked if anything is being done to help alumni get transcripts online. Dave Krueger stated that this is a current project for e-Proxy. The front end will set users up with an x.500. The hope is once this is in place alumni will be able to get an x.500. Sue Van Voorhis noted that there is not a consistent answer regarding how long alumni have an active x.500 once they graduate. Clare Strand asked who students can call to get it reactivated; Sue stated this can't be done. Clare noted that she had done this herself in the past.

Cindy Salyers announced that enhancements have been made to the Academic Record report. Users can now sort in the PDF version. IMS will also roll out its new look on May 9 to reflect the current University template. A search feature will also be on every main page and the change will not affect the bookmarks.

Tina Falkner announced a new online FERPA tutorial is available. It is located in two places: under the "Services" link on onestop.umn.edu and on the Staff page under "Training." Tina also announced that a change to 3.666 for the Dean's List GPA was passed by CUD and SCEP. This change is for the Twin Cities campus only.

Vickie Roberts announced that the new run dates for probation reports will be May 20, 25 and 31. These are three independent reports and they will be available the day after they are run. Vickie also

asked if the date for summer degree clearances could be moved to June 6 up from June 27. This change was meant to accommodate the new online degree application. Linda Norcross stated that moving the date up earlier for this year is not ideal. Communication has already gone out with the later date of June 27. It was agreed that June 27 will be the date for this year and the earlier date will be used next year.

Review of minutes: There were no changes to the March minutes.

System Problems: Sue Van Voorhis updated the group on the system problems on Tuesday, April 26. At approximately 9:10 a.m. that day, a script had been run against the Oracle database that changed the date to June 6, 2002. Once it was discovered that the date was wrong, OIT pulled together key business process individuals. The date was fixed and a decision was made not to roll the system back. Later that day, at approximately 2:00 p.m., OIT decided to shut the system down and roll the date back. OESS staff worked 20 hours to recreate five hours worth of data, including student registrations and staff entered data. The database needed to begin recreating the data did not arrive until 12:30 a.m.; staff had been sent home at 11:00 p.m. A batch process for registering students could not be used because 1 in 3 freshmen required a manual override. OIT is instituting checks and balances to ensure that this situation does not happen again. A better communication plan will also be instituted. Sue Van Voorhis apologized because not all of the PeopleSoft tables were audited, meaning staff had to recreate work. Dave Krueger stated that OTR is looking at the non-audited information to see how it can be better accounted for in the future. Linda Norcross noted that staff could not recreate everything, such as one time drops. Jackie Carlson requested that backing up the queue be investigated for future situations. Sue Van Voorhis stated that the Twin Cities campus did not want to do this but perhaps a scenario could be possible whereby the Duluth queue could be backed up. Clare Strand asked Sue to investigate if a message could be put on the x.500 log in screen when the systems are unavailable. This idea will be investigated.

PeopleSoft upgrade update: Sue Van Voorhis announced that the PeopleSoft upgrade has been scheduled for July 15-16, 2006. PeopleSoft will not be available during that time.

Transfer update: Paula Brugge provided an update on Admissions efforts to improve transfer credit services to prospective students, newly admitted transfer students, freshman and currently enrolled students. Initial evaluations have been completed for 22,258 transcripts; most transcripts are evaluated within 1-2 weeks as opposed to 9-10 weeks. Priority evaluation is given to enrolled and admitted students. Colleges are receiving weekly electronic notification of changes made to evaluations for currently or previously enrolled students. E-mail notification is sent to enrolled students regarding recent changes to their evaluations. Admissions is still working on the Unknown Courses lists; attention is still being given to how to notify students regarding missing documents/ Linda Norcross asked is tracking reports are sent for currently enrolled students. Paula Brugge answered that if it's the first time Admissions has seen the students, a tracking report is sent.

Repeats: Margo Mueller went over how repeats work on the APAS report. If a student repeats a University of Minnesota course, all but the last course taken are bracketed. Regarding transfer courses with a direct target, the University is counting both courses. Admissions will bracket the transfer course; however, only direct targets can be caught. Finally, if a student takes a University of Minnesota course and then retakes the course at a transfer institution, the University cannot bracket the University course. Sue Van Voorhis noted that CSAA doesn't want courses bracketed in this instance. Linda Norcross asked which should be used for degree clearances, APAS or the transcript. Margo Mueller recommended that the transcript be used.

Interactive APAS: Margo Mueller provided the group with a demonstration of the new Interactive APAS, the University's version of a web audit. Users can open all sections of the report or view individual sections. Charts and graphs are available to show which courses the student has completed, which are in progress and which have yet to be completed. "Planned" courses will be added with the integration of Grad Planner. Jackie Carlson asked when Grad Planner will interface with Interactive APAS. Margo Mueller believed, possibly, February 2006. Interactive APAS will still be accessed from the same link online. Students will be able to view it as well; it will be available summer 2005.

e-Degree: Vickie Roberts provided the group with an update in the new e-Degree application. Testing is currently in progress. The work flow requirements are almost finished. The degree applicant report has been updated; a demonstration of e-Degree will be provided at the June RAC meeting.

Adviser defaults: Dave Krueger stated that defaults for the adviser pages in PeopleSoft will be in production June 17. Users will be able to set operator defaults; these will display for every student entered on the adviser pages.

Waitlist: Dave Krueger informed the group of four enhancements and one fix to the waitlist functionality in the registration system. Previously, if the waitlist for a lab was full, the system thought the lecture was full as well, preventing students from registering for open labs. This has been fixed. Regarding the enhancements, students can now be dropped from the waitlist; waitlist administrators can search by class, add comments for a class and set waitlist capacities.

Honors: Dave Krueger updated the group on a previous request to track upper division Honors. An upper division Honors subplan will be added, Honors UD. This must be made available in every plan that has an Honors plan. Dave has spoken with IMS about adding a column to the Honors subplan report. Dave asked that if anyone had other ideas for areas that use the Honors subplan, please contact him at krueg055@umn.edu.

Probation/Suspension Update: Sue Van Voorhis distributed a handout of the current proposed language for the probation/suspension policy. CUD has endorsed this language; it will be sent to SCEP. An update will be provided as soon as possible.

Gold Pass: Sue Van Voorhis informed the group that Gold Pass will go live in December 2005 for the Twin Cities campus.

Non-degree prepay update: Mary Koskan distributed a handout of the letter sent to non-degree students who were registered fall 2005 and/or spring 2005. This letter was sent approximately March 20 notifying the students that the non-degree prepay policy begins fall 2005. A blurb will also be included on the tuition and fees page. An additional mailing will be sent in July. In August a message will be sent to students who haven't paid notifying them that they are in danger of having their classes canceled. Clare Strand asked how the cancellation process will occur. Kris Wright stated that this is still being determined. Kris also noted that one third of the bills for non-degree students remain unpaid by the end of the semester. Jennifer Koontz asked for the status on accepting credits cards. Kris Wright stated that Jon Printz has been assigned as project manager and a plan is being designed to implement the practice for fall 2005. Sue Van Voorhis noted that the system piece to accepting credit cards is minor; however there is a significant issue with a prohibitive Visa service

charge that must be resolved. **Sue asked the group not to communicate to students that credit cards may be accepted for fall 2005.**

Complete Cancel: Mary Koskan asked the group if they generally allow students to completely cancel out of courses after the 8th week of the semester, meaning the student would get all Ws. Everyone agreed they would. Mary asked if a student only wanted to cancel one course as opposed to all, would there be stricter guidelines. The group agreed there would be.

Course Guide: Sue Van Voorhis stated that she and Dave Krueger had been meeting with CUD to discuss eliminating the need for a centralized course guide. Many departments have good course guide information on their sites yet have nothing in "Course Guide." CUD still wants to use a centralized course guide and would like to enforce use. This course guide would be for all campuses and all careers.

Wisconsin Reciprocity: Mary Koskan updated the group on how the 13 credit policy works with Wisconsin students. Students from Wisconsin have a 12-18 credit plateau where their credits are free; every credit over 18 must be paid for. Mary Franco requested that this policy be highlighted for students more than is current practice.