

**RAC/PRAC**  
**August 1, 2005**

**Present:** Shuji Asai, Sheryl Bolstad, Paula Brugge, Jackie Carlson, Julie Chuba, Carolee Cohen, Nicki Cook, Pam Cook, Dianne Danov, Dan Delaney, Tina Falkner, Tracy Fischer, Mary Franco, Teresa Fruen, Mike Galegher, Laurie Gardner, Katrina Ginther, Claudia Hasegawa, Kim Hindbjorgen, Emily Holt, Sarah Hosfield, Kitty Jones, Nancy Killian, Charleen Klarquist, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, Dave Krueger, Drew La Chapelle Wanda Loerch, Jodi Malmgren, Mary Moga, Judd Mowbray, Margo Mueller, Jess Murra, Stephanie Nichols, Linda Norcross, Ingrid Nuttall, Jan, O'Brien, Ann Pineles, Guy Protrowski, Lonna Riedinger, Chris Schlichting, Jody Seiler-Peterson, Lisa Shefchik, Deanne Silvera, Carmen Sims, Clare Strand, Craig Swan, Fran Van Slyke Zaslofsky, Gayle Woodroff

**Announcements:** Mary Koskan announced tuition and fee information is online. Mary also announced that occasionally the One Stop encounters students who refer to their "STARS" account. However, students should be referring to their "student account." Finally, Mary announced a brochure informing faculty and staff about how to register for graduate credit as a non-degree seeking student would soon be arriving in peoples' mailboxes. Any questions about the brochure should be directed to Mary Koskan at [m-kosk@sossgw.stu.umn.edu](mailto:m-kosk@sossgw.stu.umn.edu).

**Parent/Guest update/SIRA:** Mary Koskan notified the group that, as of August 1, 333 invitations been sent. Publicity will continue with this initiative. An introduction page to Parent/Guest access is also being developed, as are improvements on the parent page. Sue Van Voorhis noted that Tina Falkner is working with the General Counsel's office on created a general student release form. This should be available next year. An online form is being explored for the future.

Tina Falkner asked for volunteers in designing the form and also asked for input regarding what should be included on the form. Many people raised their hands and Tina took note.

Sheryl Bolstad asked a question regarding a handout; specifically, how to explain full time when 12 and 13 credits are both considered full time for different purposes. Mary Koskan stated that 13 credits is full time at the University in order to stress the importance of graduating in four years. Diane Danov stated that the 13 credit policy is a University of Minnesota initiative, while the 12 credits is full time for financial aid and federal regulations.

It was also noted that the Masters in Health Care Administration is now housed in the School of Public Health.

**Project update:** Dave Krueger went over the "big list" of Info Tech projects and the status of each. Course Guide update: this project will eliminate the concept of rolling forward and ease Office of Classroom Management work, slated for December 2005. Jan O'Brien asked if it is possible to require (and then enforce) faculty to get their descriptions into Course Guide. Sue Van Voorhis stated that there has already been a discussion about this issue at CUD and they have stated it will be enforced. It was also noted a report is available on UM Reports that lists those classes without descriptions.

Darwin update: the next phase of Darwin functionality, the interactive audit, is in test. More updates will come in the future.

E-degree phase II: Work has begun on phase II of e-degree, the workflow within PeopleSoft to notify those who do clearances of which students have applied to graduate is in progress. Theresa Baultrippe asked if this was for undergraduates. Dave Krueger noted that yes, but phase III is grad and professional programs.

Transcript streamline: this new official transcript request will go live in August 2005. The turnaround for requests will be faster through this online process.

Electronic submissions via XML to MnSCU schools: This is ready to go immediately.

PCAS: Scheduled to go to production in August. Through this, anyone can look on the web and replace current catalog information for program requirements. Training will begin at the end of September.

Non-degree prepay: non-degree students will be required to pay their tuition and fees in full on the first billing due date (October 5).

Zero balance bills: beginning this fall, bills will show a zero balance.

PeopleSoft upgrade: preparation for this upgrade means that December 2005 will be the freeze point for new projects; only critical updates will be allowable until the upgrade is complete in July 2006.

**Scholarship web site discussion:** Sue Van Voorhis stated the scholarship web site needs to be rewritten. A committee has been meeting to discuss how to make the site more intuitive and user friendly. The group is taking a look at the site over the next year and plans to incorporate information currently on college site with the scholarship site. Sue asked for volunteers who would like to give their input into the site's look and feel to contact her directly; she also stated Diane Danov will be involved in this project.

**Financial aid packaging update:** Diane Danov informed the group that every student who had completed a FAFSA has been packaged, over 11,000 individuals. Packaging will take place every Monday throughout the year as an ongoing process. Diane stated there is still plenty of money that can be disbursed and asked the group to encourage students to apply.

**Deaf and Founders scholarships:** Diane Danov stated an ad would be placed in the Daily indicating financial assistance for tuition and fees is available for deaf and hard of hearing students. A new law allows for deaf and hard of hearing students receiving federal or state assistance to have tuition and fee balances covered after federal assistance has been administered.

Diane Danov also stated that information regarding the Founders Opportunity Scholarship will be available on Admissions web page.

Sue Van Voorhis stated that, since the Regents made a commitment to raise dollars for low income students, more money is available for all students. The group was again encouraged to inform students to apply for aid.

**Non-degree update:** Mary Koskan presented the group with a handout of communication that was sent to non-degree students informing them of the policy change requiring them to pay on the first billing due date. Both a letter and email were sent to all non-degree students enrolled since fall 2004. A reminder will be sent to students late summer, early fall. It was suggested that instructors be notified of this policy change in case a student stops showing up to class for failure to pay.

**Non-degree student registration for spring 2006:** Mary Koskan stated non-degree students will register at the end of the queue for spring 2006.

**West Bank Skyway opening:** Mary Koskan informed the group that the One Stop Student Services Center on the West Bank will reopen August 8. They will be located one office down from their previous location.

**Credit card update:** Sue Van Voorhis informed the group that the Office of Enrolled Student Services is continuing to push this project to have it up and running as soon as possible.

**Adviser access to APAS:** Margo Mueller gave the group an update on the enhancements to adviser's access to the APAS report. There are two ways to get into the APAS access. One is through the One Stop web site (onestop.umn.edu) under the home page quick link. Previously, advisers of record without special access could only get in through Portfolio. Advisers can run a "What If?" APAS, view a list of their advisees and access a PDF copy of an APAS. Communication regarding these changes was sent earlier in the summer and will be duplicated early fall semester. Lonna Riedinger asked if the report includes committee advisers; Margo stated that it does. Margo also asked users to delete old bookmarks to APAS and go in through One Stop to update.

**Archiving student records:** Dave Krueger informed the group that inactive student records will soon be archived in order to help PeopleSoft run faster for users. Archived records will be marked with a blue diamond at the top next to where service indicators are located. Which records will be archived has not been determined; criteria are still being ascertained but it will probably be driven by enrollment activity and a batch will be archived annually. Archived records will move to a different set of tables. Information on how to unarchive a record will be provided. The Office of the Registrar (OTR) wants to make sure self-service applications can identify students who have been archived.

Mary Vincent Franco asked if it would be possible to view an archived student record without unarchiving it. Dave responded that records must be unarchived in order to view. Only personal demographic and student career data won't be archived. Clare Strand asked if there was a timeframe for how long x.500 keeps students active. This information is not known. Sue Van Voorhis stated that she has heard that if a student doesn't use his or her x.500 for a year, it is inactivated.

Dave Krueger also stated he has received feedback from one Mac user from his inquiry to address problems with Macs and self-service applications. OTR is testing more versions to find more supportable combinations. A note will be sent to college IT directors asking how many Macs are used in the colleges and how many are using virtual PC.

Sue Van Voorhis also noted IMS will allow batch printing of photos that can be tied to a specific class list. Faculty will be able to print photos on a blue book. This should be live by the end of August.

**Summer suspension dates:** All P3 holds must be on by August 29, 2005. Disbursement begins September 1, 2005.

**Strategic positioning update:** Vice Provost for Undergraduate Education Craig Swan provided the group with an update regarding the status of the University's strategic planning initiative. The work is in progress with a varying number of task forces investigating a multitude of issues. Individuals will be contacted about serving as chairs soon, then the membership of the task forces will be filled out and "tasks" will be assigned. There are a range of curricular issues which may take longer than other issues to address. Vice Provost Swan emphasized his recognition of how important clear communication regarding the task forces initiatives will be for the member of RAC. Sue Van Voorhis is working on a list of when certain action items must be complete in order for the day-to-day business of the University to continue to run as smoothly as possible. Sue Van Voorhis noted it is an undergraduate bulletin production year and OTR is working with Steve Baker's group to make it more accurate.

Jackie Carlson noted that the coordinate campuses aren't affected by the strategic positioning initiative, but do rely on business practices that may be affected. Jackie stated she hoped information will be available that isn't strictly high level in nature. Vice Provost Swan stated that the expectation is there will be a strong representation of coordinate campuses and the individuals who work "on the ground."

**Scholarship committee update:** Vice Provost Swan stated that Provost Sullivan and Dean Rosenstone are chairing a group that has been asked to look broadly at financial aid issues; specifically, what is needed to be more effective for the future. The Promise of Tomorrow Campaign grew out of this initiative. Students who are right above the federal aid cut off need help and this is meant to assist them. Unfortunately, the data is spread out and complicated analysis. Where and how money is spent on the margins will be looked at next by the committee. Non-loan based aid will help those in the greatest need.

**Calling tree contacts:** Tina Falkner stated that the Office of Enrolled Student Services is creating a calling tree with key college contacts that can be reached via phone during emergencies. Tina asked that primary names and back up names be sent to either herself (rovic001@umn.edu) or Ingrid Nuttall (ingridn@umn.edu).