RAC/PRAC
October 3, 2005

Present: Gary Andersen, Shuji Asai, JoAnn Ash, Sheryl Bolstad, Jackie Carlson, Laurel Carroll, Pam Cook, Dan Delaney, Tina Falkner, Michael Galegher, Laurie Gardner, Kit Gordon, Sarah Groskreutz, Jason Holscher, Emily Holt, Sarah Hosfield, Barb Jensen, Sara Johnson, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, Jessica Murra, Stephanie Nichols, Kathy Nolan, Linda Norcross, Ingrid Nuttall, Jan O'Brien, Vickie Roberts, Genny Rosing, Alice Ross, Fran Schirmers, Jody Seiler-Peterson, Lisa Shefchik, Deanna Silvera, Clare Strand, Danielle Tisinger, Kendra Weber, Kris Wright, Sue Van Voorhis

Announcements: Amy Winkel announced that the Class Pictures report for instructors is in production. The report provides a 'yearbook' view of pictures for all students in a class section. The report is only available for instructors (assigned in PeopleSoft) for classes fall 2005 and forward. A link for Class Pictures will display in the header of the Class List report.

Amy noted that a caveat to this report is it will be difficult to access large class sections on a dial up modem. She encouraged the group to notify instructors of this and recommend they use computers on campus to access this report.

Mary Koskan announced that the spring registration queue will begin with the letter "F." The fall registration queue will begin with the letter "Q." Mary also stated that a suggestion was for the current registration checklist; specifically, add a step stating "Check your APAS," as a step prior to the "Check with your adviser" step. The group agreed this was a good suggestion; Mary will work on getting this change made.

Dave Krueger announced that Human Resources requested that during open enrollment, all PeopleSoft self-service applications be taken down for a half an hour each morning from 7:15-7:45 a.m. This will affect both final and supplemental grade applications.

Note: as of 10/06/05, other alternatives have been arranged and there will be no down time.

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

Scholarship update: Kris Wright stated her report surveying scholarship information at the University is with Provost Tom Sullivan. There are still a number of decisions that need to be made, including with the coordinates, in terms of what will happen with scholarship funds. It is still too early to say how scholarships will change at the University. Kris Wright stated she will start after October on the remaining proposal, the biggest one being asking departments what scholarships they give. Another possibility involves having a single scholarship application form for students. Information needs to be more readily available to students and needs to be taken off department bulletin boards and housing in a central location. The group endorsed this recommendation. Changes will also be made to the One Stop site to promote scholarships at the University. Work on this will begin in January 2006.

Non-degree withdrawal: Dave Krueger provided the group with an update on the process of dropping non-degree students who have not paid their fall 2005 bills from their classes. Bills are due

Wednesday, October 5. As soon as the query is provided, the process of dropping these students will begin. The term withdrawal process in PeopleSoft will be used. This will require students to have the withdrawal removed before they can register for the same term. Guidelines to this process will be provided; ultimately, a student who wishes to re-enroll will need to visit a One Stop Student Service Center after the appropriate preceding paperwork has been completed and approved.

Someone asked how students in 7-week classes will be handled. Kris Wright responded that any student who has not received a grade and has not paid will be canceled. Kris noted that students who are working with their employers for reimbursement of classes may need to pay first and work with their employers for reimbursement, if necessary. Mary Koskan noted that both instructors of students who are being canceled as well as the students will be notified. Amy Winkel asked in the students' enrollment status will change to a D. This is correct; the status will change to a D with the action reason of "administrative withdrawal." Ginny Rosing asked if a list of exceptions to this policy was available. Mary Koskan said she would send this along with the guidelines for re-enrollment.

Someone asked how this policy will work with IDL classes since their billing cycle is different. IDL students will have to pay in full by the first billing date for their class. Kris Wright also noted that the minimum balance to which this policy applies is $100. Sue Van Voorhis noted that the Office of Student Finance will be keeping track of how this process works and evaluating it for future terms.

Pre-upgrade projects update: Dave Krueger distributed a handout containing the projects in progress (to be completed during the upgrade), in progress before 8.9 (to be completed before the PeopleSoft upgrade) and projects in queue (to be completed after the upgrade). In December 2005, work on testing for the upgrade will pick up. Dave Krueger asked the group to look over the project list and get back to him with questions or comments. Also, Dave asked for feedback regarding initiatives for the upcoming year. Sue Van Voorhis urged the group to provide feedback.

PCAS update: Dave Krueger stated that PCAS will be moving to production soon with a tentative release date of October 31, 2005. Updates to this application have been ongoing. Gary Anderson stated that large group training sessions will be provided with follow-up training available as necessary on an individual basis.

Grad Planner update: Dave Krueger provided the group with an update on Grad Planner, a tool for students to plan their academic path toward graduation. The Office of the Registrar is looking at the possibility of using the analysis tables that come out of DARS. Mike Galegher asked if Grad Planner would encompass professional schools. Sue Van Voorhis stated this is a plan for the future; however implementing Grad Planner without having APAS in place for the professional school is not possible.

Midterm alerts: Tina Falkner informed the group that midterm alerts opening Monday, September 26 for the Twin Cities campus and will remain open for four weeks. Vice Provost Craig Swan will send a note out to 1-xxx instructors referring them to the policy which mandates they provide some sort of midterm alert to appropriate students. Tina Falkner reminded the group the senate policy doesn't mandate instructors use the electronic version, meaning alternative formats may be currently used by instructors. Sue Van Voorhis reminded the group that advisers no longer receive individual emails about alters; they should instead use the report provided on UM reports under Students and Instruction > Grades.

SCEP update: Tina Falkner informed the group the senate approved changes for the grading policy with regard to "I lapsing." During an internal audit, it was discovered that the "I lapsing" part of the Grading and Transcript Policy had a glaring inconsistency. SCEP voted to change this consistency by removing an out-of-date footnote. The policy now reads that an I grade will not lapse to an F once a student has graduated (it can be changed to an appropriate letter grade as allowed for in the grading policy). This change was also approved by the University Senate on September 26th.

SCEP also passed clarifying language regarding repeating courses after a degree has been posted. The new language states (abbreviated):

When a student graduates, no further changes to his or her transcript will be made (to the portion of the transcript related to the program from which the student graduated) except as expressly allowed under the provisions of this policy.If an undergraduate student repeats a course after his/her degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA

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SCEP also approved new probation language. It is as follows:

All colleges and programs shall use the following probationary system. A student will be placed on probation (and will remain on probation) if either the term or the cumulative GPA is below 2.00. A student on probation will have a hold placed on his or her record and must see an adviser in order to register. A student is suspended if a) at the end of the probation term (semester), both the term and the cumulative GPA are below 2.00, or b) the conditions of an academic contract are not fulfilled. A suspension is effective on the first day of the next fall or spring term.

Colleges may also require students on probation to complete a contract for academic performance developed by the college of enrollment. Students will be given an override for the probation hold to enable them to register when they have met with an adviser and, if a contract is required, when the student's academic adviser and college office are satisfied that the conditions of the contract have been met. The academic contract may include GPA expectations more rigorous than the 2.00 term and cumulative GPA minimum standard, where programmatically warranted and where clearly communicated to the student. If the student meets the conditions of the contract, and the term and cumulative GPA are at least 2.00, the student will be removed from probation. If the contract conditions are met but the cumulative GPA is still less than 2.00, the student will remain on probation. If the conditions are not met, the student will be suspended.

When suspended, a student is no longer in the program and cannot register for University courses for at least one full academic year. All colleges at the University recognize the probationary holds and do not allow students, including non-degree seeking, with these holds to register without the approval of the college placing the hold. Students may appeal suspension decisions or petition for re-admission in writing to the college's Student Scholastic Standing Committee (SSSC) according to a defined collegiate petition process. Re-admission after a period of suspension is not automatic. To be re-admitted, a student must show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.

Upon return to the college after petitioning to reenter, students will be placed on probation, and all colleges shall use a probation hold and contract for the purpose of monitoring the student's performance. If the student does not successfully complete the contract, he or she shall be suspended again, but then shall be required to reapply for admission, rather than petition to reenter.

Reviewed by the Council of Undergraduate Deans on April 21, 2005, and by the Educational Policy Committee on May 4, 2005. Suggested revisions made by the College Student Affairs Administrators on May 18, 2005.

Strategic positioning update: Sue Van Voorhis stated the strategic planning task forces had their kick-off on September 16. A list of participants is available online at http://www1.umn.edu/systemwide/strategic_positioning/ as is additional information about the process. Sue distributed a handout that included requirements and deadlines for various parts of the strategic positioning process, as well as the regular business processes of Enrolled Student Services. Sue asked the group to review the document and let her know if anything is missing. Jackie Carlson noted that Duluth will begin spring 2006 registration on February 27, 2006 and asked if this was ok with the various processes to be completed. Sue said this should be ok. Bob Nelson asked what the last date was where a decision could be made on whether a college would merge; the last date is November 18, 2005.

Sue Van Voorhis also went through a list of key undergraduate policies and processes that she felt lacked consistency amongst colleges. She asked the group to review this polices against current practice with the aim of establishing consistency.

Undergraduate degree application phase II update: Vickie Roberts distributed the latest data/field layout for the new PeopleSoft table being created for colleges and OTR to use for degree clearance. The goal of this phase of the project will be to roll this out to the undergraduate colleges in time for fall 2005 degree clearance. Emily Holt noted that students who have applied for second majors or minors outside of their home college will need to cleared in a timely manner because the degree clearance will not be considered completed until all plans included in the clearance are reviewed. Dave Krueger noted that this new table is not supposed to be used as a way to find students who have applied to graduate; the IMS report (Degree Applicant) should still be used for this purpose. The intent of this project is to eliminate paper from the degree clearance process. Clare Strand asked how those who post degrees will find out if the college has cleared. Answer: OTR will search for students by using the status of "completed."

IMS enrollment cube demo: This item was tabled until the next meeting. Amy Winkel provided a brief demo of the class pictures report; it is located on the instructor home page.