RAC/PRAC
October 2, 2006

Present: Gary Andersen, Carin Anderson, Sheryl Bolstad, Jackiie Carlson, Grant Clavelle, Pam Cook, Laura Ericksen, Nubia Esparza, Teresa Frue Marci Freundschuh, Laurie Gardner, Kit Gordon, Sarah Groskreutz, Carol Gross, Lucy Hartel, Jason Holscher, Emily Holt, Pam Klopfleisch, Linda Lindholm, Aileen Lively, Kathy Nolan, Ingrid Nuttall, Jan O'Brien, Cindy Pavlowski, Heather Peterson, Lonna Riedinger, Alice Ross, Cindy Salyers, David Schrader, Rebecca Simmons, Kasi Williamson, Amy Winkel

Announcements: Vickie Roberts distributed a handout which included the change of college deadlines and graduation deadlines.

Mary Koskan announced that registration would begin on November 7 and the queue would start with the letter "I." Non-degree registration begins on December 1. The registration queue will appear on the Web two weeks prior to the start of registration.

Cindy Salyers discussed the upcoming changes to the probation report that will be out for fall 2006 probation. She explained that a PeopleSoft query is run to identify the students and assign the probation status. Because of late grades, this query may be run multiple times at the end of the term. If the probation report is run after two or more PS queries have been run, it will indicate what (if anything) changed since the last run. For Twin Cities only, report will now list the students that transferred out of your college at the bottom. An email will go out to the RAC list serve when the new report is available.

Kasi Williamson announced that an error was noticed on two PDF forms: the Change of College form was auto-filling college information and Registration Cancel/Add form was auto-filling course information. This problem lasted for three days and has been corrected. Kasi asked the group to keep their eyes open for any forms that might have been submitted during this time with the same college or course information listed where it should have been different. Kasi apologized for this error.

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

13 credit policy update: Mary Koskan stated that Aileen Lively checked to see if we could somehow programmatically figure out who was within 26 credits of graduation, so we could add 13 credit exemptions in batch for the colleges.

There is nothing within PeopleSoft that would allow us to know that a student is that close to graduation. We have total cumulative credits, and the fact that the student has applied for an expected grad term, but that does not mean that the student has the 'right' credits and will actually graduate that term.

We have the degree requirements in DARwin, but DARwin does not know if the student has applied to graduate, and can only evaluate them on a student-by-student basis.

Even if we could figure out who should get the exemption, we would also have to modify PeopleSoft to allow entry of that exemption in batch for a group of students. This currently only allows entry on a 'one-by-one' basis.

Unfortunately, we can not do anything about the large number of graduating seniors who qualify for exemptions that the collegiate staff must enter after running an APAS report.

Mary Koskan noted that she will provide an update at the November RAC meeting of the status of the request for a term indicator and a question about contact with Disability Services.

Budget process and presentation: Sue Van Voorhis stated that as a service unit, she must consult with the academic units on ASR's budget. Sue presented a group with an outline of the services ASR provides, as well as its project highlights. Sue noted that ASR will continue to work on projects that do not receive central funding. Sue asked the group for feedback on the budget as soon as possible. Also, Sue asked if ASR is meeting the needs of those it serves.

Alice Ross noted that there had been recent communication problems with OCM, specifically when work on classrooms was going to be completed. It was hoped that this issue was a one-time event.

Linda Lindholm noted that that there have been huge demands put upon the colleges from increased student enrollment. Because of the services ASR provides, the colleges are able to be even more efficient despite the greater demands.

Jackie Carlson stated that if the Duluth campus wasn't able to benefit from what ASR had done, it would be unable to function. If we can standardize, we can be more efficient.

It was also noted that maintenance is critical to staying efficient, and funding for maintenance should be given.

Sue Van Voorhis also noted that the project list does not include IMS projects.

Veterans services: Mary Koskan provided the group with an update of the University's enhanced services for its student-veteran population. More efficient, user-friendly services are now in place including a tracking system which allows for easy communication, and a newsletter. A check box is also included on Admissions forms for students to indicate their status as a student-veteran. One Stop Student Services is also hosting David Schraeder, metro regional coordinator for Veterans Affairs. Future initiatives will include an online application that will allow veterans to see where they are in the certification process, similar to FA steps, as well as a survey of currently enrolled and former veterans. By December, a veterans advisory committee will be assembled. Reintegration trading for colleges may also be a possibility. Mary Koskan also distributed a handout that defined the different roles of Carin Anderson, the benefits coordinator and David Shraeder.

Probation reporting: Vickie Roberts distributed a handout indicating the probation run report dates and other key dates:

12/20/06 – End of Finals
12/27/06 – Final Grades Due – midnight

12/28/06 –Probation report available

1/03/07 – Second Probation report available
(NOTE: P3 holds must be posted to PeopleSoft by 1/05/07 no later than 4 p.m.)

1/09/07 – Third/final Probation report available
(NOTE: Discontinue row for suspended students must be posted to PeopleSoft by 1/12/07)

1/16/07 – Spring Semester begins

Sue Van Voorhis reminded the group that it is critical to get the P3s on in time because the Office of Student Finance does not does not disburse to students with P3 holds. The deadline is very tight this year; Sue also encouraged the group to assist with communicating to faculty how important it is to get grades in on time.

E-degree update: Emily Holt provided the group with an update on the e-degree process. On September 15, Aileen Lively and Emily met with staff from CLA, IT, CSOM, CDES and the coordinate campuses to discuss suggested enhancements needed on the UM Degree clearance pages and to verify OTR is on the right track in meeting the colleges needs in the new process. Overall, there has been much positive feedback regarding the new clearance process.

The following enhancements will hopefully be in place for fall 2006 degree clearances:

1) Creation of another "Degree Clearance Status" at the college level to identify students who have had their records reviewed but are not being cleared for their degree that term. The record will stay on the college side and be available to staff when degree clearance is given.
2) Display any subplans that are attached to plans.
3) Change tables to allow for multiple expected graduation terms to be visible historically.
4) Change the maximum number of rows returned on a search to be greater than 300.
5) Allow staff to query on rows that have never been reviewed.
6) Change the search query to allow a college user to select students with a summer graduation
7) Include the "effective date" of the highest row in the search results on each student so OTR staff can approve students according to the date they were cleared by the college office.

OTR is also in the process of working with IMS to incorporate the PS Degree Clearance tables into their database which will allow for enhancement of the Degree Applicant report to include the Degree Clearance Approval Statuses related to each plan on the student's degree clearance.

Another issue arising from the September meeting was the need for a master contact document that colleges can use which would include the names and contact numbers of all collegiate staff involved in the degree clearance processes. OTR will be sending an email to the RAC listserv to gather this information.

FA information sheets: Kris Wright provided the group with the fall refund schedule and a cheat sheet that demonstrates how a student's aid is affected by a change in credit status. Kris noted that students retain all federal aid once a student has completed 60 percent of the semester; state grants have different rules. If a student does a retro drop, the Office of Student Finance pulls back the aid and the student owes the University.