

**RAC/PRAC**  
**April 2, 2007**

**Present:** Gary Andersen, Sheryl Bolstad, Jackie Carlson, Laurel Carroll, Carla Claussen, Grant Clavelle, Carolee Cohen, Pam Cook, Dianne Danov, Dan Delaney, Laura Ericksen, Tina Falkner, Marci Freunds Schuh, Laurie Gardner, Kit Gordon, Amy Gunter, Teresa Fruen, Kevin Havard, Emily Holt, Jennifer Koontz, Mary Koskan, Stephanie Lawson, Margo Mueller, Bob Nelson, Stephanie Nichols, Kathy Nolan, Linda Norcross, Ingrid Nuttall, Matt Nuttall, Cindy Pavlowski, Heather Peterson, Vickie Roberts, Genny Rosing, Shannon Schaaf, Jody Seiler-Peterson, Mary Ellen Shaw, Pat Sherman, Becky Simmons, Clare Strand, Paula Swanson, Danielle Tisinger, Sue Van Voorhis, Kasi Williamson

**Announcements:** Vickie Roberts announced that May 31 is the date P3s need to be on by 4 p.m. Vickie also handed out the degree clearance dates for spring and summer and a handout regarding course repeats. Vickie called the group's attention to repeats occurring between campuses. Colleges must submit a paper record change form if a student repeats a course on a campus other than the student's home institution.

A question was asked regarding repeats on coordinate campuses; sometimes there is uncertainty about the equivalency of courses between campuses. What is needed to determine equivalency? Vickie said she would investigate the answer to this.

Jackie Carlson announced that starting in fall, Duluth is going to be banding for credits 13 and beyond will be in the tuition band.

Cindy Pavlowski noted that she went to the reintegration training workshop and strongly recommended that anyone who hasn't gone should attend one in the future. Faculty, advisors, and anyone who works with students should make their best effort to attend.

Mary Koskan announced that One Stop will be working to provide another venue for those who cannot attend the training, such as a DVD. A survey was sent last fall to student-veterans from One Stop and it was revealed that this population would like their own orientation program; this is something currently being worked on. Also, the first meeting of the Veteran's Advisory Committee has taken place with representation from the colleges. Currently, there is no good way of knowing the number of veterans who will be returning to the University of Minnesota. You can listen to a recent Minnesota Public Radio segment on veterans, including representatives from the University, at <http://minnesota.publicradio.org/display/web/2007/03/28/midday2/>.

Danielle Tisinger asked if there is information for those who work with students who are going to be deployed; yes, this is also being worked on.

**Review of February Minutes:** There were no changes to the February minutes.

**Scholarship Search & Management:** Santiago Fernandez-Gimenez presented the group with an overview of the Scholarship Search and Management project. This project first

began in 2005 and business requirements are almost finalized. There is a project wiki where individuals can go and provide information and resources relevant to this project; specifically, the existing scholarship processes. People should visit the wiki at <https://wiki.umn.edu/twiki/bin/view/ScholarshipSearchProject/> and review the business requirements, specifically the glossary of terms, and provide feedback if there are items that do not make sense. The colleges have been consulted since the project's inception. Currently, this project is focused on the Twin Cities campus and for undergraduate students and is leveraging existing resources, such as the Student Scholarship Selector. However, the project is keeping coordinate campus and grad/professional scholarship processes in mind while determining requirements. Ultimately, there are five phases to the project; however, the emphasis at this point is on the first two phases; phase 1 involves the base scholarship database with an initial management interface and migration plan, and phase 2 involves a simple student search tool to help students, parents and advisors find appropriate scholarships for individual students. In order for the tool to work, scholarship eligibility and awarding criteria need to be entered into PeopleSoft. The project goal is to have 85 percent all public scholarships included in the tool.

Mary Ellen Shaw asked whether Admissions scholarships that go to incoming freshman would be included in this tool. The team has worked with Admissions; there will be a "show" or "no show" option so the information can be gathered but not publicized if it is not appropriate to do so.

Sheryl Bolstad asked about scholarships where a student submits one application for a series of potential scholarship; is this information wanted? The team has taken this into account and does want this information. If there is a general fund out of which several scholarships are awarded, this information should be entered into the system. Departments would have some discretion regarding how they break down applications in the future. Phase 3 addresses applications and one of the required fields would be information on how a student applies for it. The application mechanics will remain in the units until this phase is begun.

Linda Norcross asked if the team was in contact officially with the scholarship committees in the colleges. The team has been working with representatives from the colleges who were identified at the Registrar's Advisory Committee. If there are concerns regarding lack of representation, those should be forwarded to Santiago Fernandez-Gimenez at [ferna010@umn.edu](mailto:ferna010@umn.edu).

Dianne Danov noted that the Student Scholarship Selector currently works for graduate students.

Jackie Carlson asked about the security of the wiki; how is the integrity to the data maintained? It is secured for x.500. The wiki is designed just to share information for development of the project. There is also a revision history of the pages so we can tell who makes what changes.

Sue Van Voorhis noted that ASR will be working with colleges and departments on entering the data.

**Registration Queue:** Mary Koskan informed the group that this term, Academic Support Resources would like student veterans to be able to register during an earlier queue time, not with the less-than-13-credit students. Mary asked the group if there were any issues with this. There were no concerns expressed. Laura Ericksen asked if the queue could be published any earlier. Mary stated that the numbers for each stage have to be balanced but the order in terms of letters can be provided ahead of time. Dan Delaney provided the beginning queue letter for three terms:

Fall 2007 begins with “U;” spring 2008 begins with “D;” fall 2008 begins with “M.”

**Student Group Roster:** Cindy Salyers talked to the group about recent changes to the student group report. The new report should be available Friday, April 6. The report used to be called “student group” but “roster” was added to connect it to other key reports available. Cindy encouraged everyone to take some time to look at the help document; there is a lot of useful information including the specific columns. The “I” icon next to the report names will take you to the help document.

An extra prompt has been added to this report for picking “term-based” or “currently active” students. The handout sent with the agenda outlines clearly under which circumstances it was advisable to use “term-based” versus “currently active.” Students from all careers can be assigned the same student group which can make it tricky to identify a desired group and there are a variety of business processes that affect how one gets information from this report. The report has been made more flexible to accommodate the variety of process that exist.

There is also a prompt asking if the user wants a list of students who were active on the first day of the term or the last day of the term. The report will use either term begin date or end date from the calendar for the selected institution.

Cindy Salyers reminded the group that hiding columns and filtering is an effective way to manage the data you need in UM Reports.

One column that was added was the student group effective date. This tells you everything you need to know about a student group for a particular student. There is also an academic program column that will tell you if a student is active in more than one program. There is a freshman admit term column so you can see the initial term a student was admitted as a freshman in a degree-seeking program at the University. This is useful for finding true freshman.

Cindy Salyers reminded the group that the Student Scholarship Selector is the only report that allows one to see new admits before they have registered.

**AHC Dual Career Project:** Emily Holt provided the group with an update on the AHC Dual Career project. This was launched in 2005 with two phases, dual degree and dual career students. Dual degree students are defined as students pursuing two degrees at different career levels; for instance, a student pursuing a Law degree in the Law School and an MD degree in the Medical school. Dual career students are defined as students who want to take a class in a different career other than their primary one; for example, a student in the AHC who wants to take a Spanish course. A month ago, OTR met with representatives in the AHC who agreed that the project was successful. OTR will now investigate expanding this project. Updates will be provided in the future.

Jackie Carlson noted that there are a lot of MBA students in Duluth who are also at Rochester. Is this also for multi institution students? Emily Holt noted she would provide Jackie with more information on this question.

Genny Rosing asked if all the banding issues have also been addressed, for example, if a student is taking two credits as an undergraduate and that puts them in a specific tuition band. Sue Van Voorhis stated that AHC did not want to pay for students who were taking classes outside their degree program. There can be exceptions made.

**Students attending classes who are not registered:** Dan Delaney stated that a question had been raised regarding how to address the situation of students attending classes without registering. For example, if a student has a hold such as a financial hold, do we advise students to go ahead and attend classes until they can pay their bill? Colleges are doing different things.

Sue Van Voorhis noted that this is a serious issue and is a huge liability for the University. Faculty, staff, and students need to be notified that this is not acceptable.

Laurie Gardner asked how students should be addressed in these cases. Instructors must be involved.

Jennifer Koontz noted that CCE sees this issue often with students affected by the non-degree prepay policy and petition situations.

Linda Norcross noted that there needs to be a policy otherwise this issue will continue.

It was also noted that this issue occurs when students with academic problems selectively add the courses they've done well in.

It was also noted that in the Law School, faculty are asked by local attorneys if they can sit in on classes; these individuals should audit the course.

Jackie Carlson noted that this is also a way instructors have students make up incomplete grades.

Sue Van Voorhis ended the discussion and indicated it would remain on the agenda for the May meeting.