RAC
February 1, 2010

Present: Gary Andersen, Deb Basarich, Frank Blalark, Sheryl Bolstad, Laurel Carroll, Carla Claussen, Pam Cook, Dianne Danov, Molly Diethelm, Tina Falkner, Tracy Fischer, Teresa Fruen, Laurie Gardner, Kit Gordon, Stacey Grimes, Kevin Havard, Jason Holscher, Jennifer Koontz, Mary Koskan, Stephanie Lawson, Aileen Lively, Heidi Meyer, Margo Mueller, Ingrid Nuttall, Anya Norton, Laurie Pape Hadley, Ann Rausch, Lonna Riedinger, Genny Rosing, Cindy Salyers, Jody Seiler-Peterson, Julie Selander, Clare Strand, Nathan Tesch, Danielle Tisinger, Kasi Williamson, Sue Van Voorhis

Announcements: Sue Van Voorhis announced that Linda Ellinger has returned to work on a couple of projects for Bob McMaster. She will convene a group to take a look at the probation/suspension process and issues, and she is also taking a look at programs where students are graduating with a large number of credits to see if these curriculums truly require so many credits in order for students to graduate.

Kasi Williamson announced that diploma mailing day for fall graduates will be Friday, February 5. Students who are cleared will get new diplomas in the mail soon after Friday.

Review of January minutes: There were no changes to the January minutes

Freshman packaging: This item will be delayed until the March meeting. There was some confusion in January about sending the estimated award notice as opposed to the actual award package, and this item will cover that issue.

Project update: Jody Seiler-Peterson provided the group with an update of ASR-IT projects. The project that allows external systems to write comments into and out of PeopleSoft went through on January 31/February 1. This will be very useful in the Enrollment Tracking System (ETS) expansion. Also, the Office of Student Finance mailed out 65,000 1098-Ts January 31/February 1.

A few months ago, a project was mentioned that involves improving student-athlete reporting; ASR-IT is working with OIT on a request to make the Big Ten GPA calculator available in PeopleSoft.

Regarding the CRM project, the team is expecting responses from their RFI soon. In the meantime, the team is working on a business case to justify the large investment required for this project.

Sue Van Voorhis noted that in light of the events that happened last week on campus, ASR is also elevating in priority a project to college emergency notification information from students, staff, and faculty.

APAS and new LE requirements: Margo Mueller stated that with the new LE requirements rolling out, there are things that have to be done to the APAS report. For example there are transfer students getting reports that need to see the new LEs. The process is going to be similar to semester conversion; for all undergraduate students not in a declared program, APAS staff will be setting an alternate bulletin on their requirements. This will allow these students to see the LEs they are supposed to be under. All programs have been completed except CLA and IT, and these will be done in the next couple weeks.

There are going to be some students that don't have a bulletin set that need one; this includes any returning students after one year with a declared leave of absence (LOA) and those students returning from two years without a declared LOA. Staff should notify Laurel Carroll when these students come in; these students will fall under the new requirements.

Another group that will be affected will be students in declared major who move to a different Twin Cities major and have a bulletin term of fall 2010 or later. Staff should email these students' information to apasle@umn.edu to have an alternate bulletin year set. Also, for students under the current requirements that choose to go to the fall 2010 LE requirements, staff should also email apasle@umn.edu so the correct alternate bulletin year can be set.

Sheryl Bolstad asked what happens to students returning from a LOA who have completed the old LE requirements. Laurel Carroll said she should be contacted directly so she can grandfather these students back in. Laurel emphasized that when it comes to returning students, Laurel should be contacted as soon as possible so these students don't have problems with their graduation.

Laurel also noted that a couple issues have arisen that should be addressed. Regarding students who are transferring from coordinate campuses, if these students are coming in fall 2010, they will fall under the new requirements. Maggie Gardner will be evaluating transfer courses, so she can be contacted directly about specific transfer course issues.

Laurel asked if anyone does admits during the summer; no one does. Laurel noted that the old policies will remain in place regarding the MN transfer curriculum except for Technology and Society theme, which is new, though Maggie Gardner has found some courses that meet this requirement. If a student has a completed Baccalaureate degree from an accredited institution, that student has completed the LE requirements. When looking at the APAS and One Stop, the lists are changing because the council is meeting every two weeks to approve courses. If you are concerned about a particular course, call Laurel Carroll directly. One of the key principles of this process is that courses count for the requirement they're approved for at the time the student took it. The council will begin looking at freshman seminars. At this time, the campus writing board is not planning any changes to the writing intensive requirements.

Jason Holscher asked for clarification; if a student transfers from a declared program to a declared program fall 2010 or later on the Twin Cities campus, they should have an alternate bulletin year set to keep them under the current LE requirements; this is correct. Sue Van Voorhis noted that we have about 3,000 IUTs per term and asked how these students will be affected; Margo Mueller said the only students who will be affected will be those already in a declared program which is a small percentage of the 3,000. Undeclared are getting a bulletin year right now.

Danielle Tisinger asked if anything was being done with AP credits; are they being reviewed or staying where they're at? There is talk about reviewing the AP exams for the number of credits awarded. For now, they will continue for the current credit awards and the LE. There would be significant time and communication so students wouldn't get cut off in the middle of any change.

LEs, Class Search, and Graduation Planner: Kasi Williamson showed the group a preview of a couple of different updates that students are going to begin seeing related to the new LEs. On the evening of February 28, changes to the Class Search menu will be going live to reflect the transitional language of

some of the LE requirements. A PDF showing what this language will be is available on the ASR website under "About ASR" and "Projects and initiatives." Once the changes go into the Class Search, an "I" icon will appear and will link to a help page in case students need more information. Only four categories will be so different that they require communication to students. On these four, there are transitional titles that will be there for 6-8 years. This language will also appear in Graduation Planner. We will send an email to undergraduate students in March to let them know they'll be seeing this change beginning March 13. Regarding summer courses in the Class Search: technically, summer courses should have the old LE designators. However, because summer and fall registration is concurrent, and because of the way the systems work, the new LE designators will appear for both fall and summer courses. But even though the new labels will appear next to summer courses, the system does know which courses are actually certified to meet LE requirements in summer 2010, and those courses will appear in the Class Search results.

Regarding Graduation Planner, currently when students search for courses that meet LE requirements in this system they will get those courses that are certified for fall 2010 and forward. Courses that students have registered for in previous terms are still recognized in the system. Summer 2010 courses that students have already planned for are also still recognized by the system. However, Graduation Planner is not the best place to search for summer 2010 courses that meet LE requirements, because summer 2010 Les will no longer appear in the search results (students should look for summer 2010 LEs in the Class Search). If a course that a student has planned for in fall 2010 or later is decertified, the little LE "plus" symbol will no longer appear next to the course and the course will appear in the unfulfilled requirements list. Kasi will continue to send email updates as system changes go live.

Ws and repeats update: Sue Van Voorhis provided the group with an update following the discussion last month about Ws and repeat policy. SCEP had proposed that a W counts as an attempt of a course which would have an impact on the repeat policy. Tina Falkner and Sue met with Cathy Wambach and went through some of the recommendations vetted through the January RAC meeting with her. Nothing has been determined yet, but first they would like to communicate with SCEP that we need to change the repeat policy and start enforcing it. The current repeat policy language states that the last enrollment will count; Sue and Tina are recommending rephrasing this to state that the second enrollment for the course will count in the student's grade point average. If the student earns a W on the first attempt, then an A-, then an A on the third attempt, the A would still be bracketed. If the student withdraws the first attempt and withdraws the second attempt, then gets a C on the third attempt, the C would count because a W cannot be bracketed. Any attempt after the C would not count. If the student earns a C on the first attempt, a W on the second, and then earns a B the third attempt, we would bracket the B so that the C counts. Cathy Wambach is interested in pursuing this process, so this is what will be proposed. Sue Van Voorhis reminded the group that this is all a manual process.

Regarding the withdrawal policy, Sue Van Voorhis stated that there is still talk of adding language that instructors may seek to have students dropped from a course if the student has already attempted the course and withdrawn. Aileen Lively had suggested at the January RAC meeting that for high demand courses and for courses where students are withdrawing at a frequent pace, perhaps these courses could be put in another section and a practice implemented where a student dropping the class after the first week will earn a W rather than after the second week; this will be another recommendation. Tina Falkner noted that if a special section was created, there is no limit on the number of courses included in that special section. If the repeat policy is changed, there will need to be comprehensive communications plan. Tina

noted that the question has continually been raised, why the system can't simply prevent students from repeating a course. The PeopleSoft code that looks at repeats would be so costly to change that creating sound policies and practice that work with the system is the better solution at this time.

Sheryl Bolstad asked if a student earns an F, then withdraws, what do they do if it's a required course? Sue Van Voorhis stated that the college would have to make an exception. Tina Falkner noted that if the student is unable to successfully complete a required course, there may need to be a more intentional discussion about whether or not the student is in the right major. Frank Blalark noted that if there is a student who gets and F then withdraws, and then the college gives approval to take the course again, the student records office would have to be contacted so they don't bracket the course.

Cindy Salyers suggested that someone contact the data warehouse about any possible impacts on tuition calculation if some classes count as a W in the first rather than second week.

Clare Strand noted that depending on which versions of the proposal actually make it through the process, the error message that comes up in PeopleSoft would need to be changed. Tina Falkner agreed that this would be part of the plan.

Tina Falkner asked if these proposals had RAC's endorsement; the group agreed to endorse the proposals.

Graduate education update: Sue Van Voorhis informed the group she had participated on the Student Administrative Processes Work Group which was charged with looking at process changes to Graduate education. Within the next 2-3weeks, a joint report created in conjunction with the Academic Issues Work Group will be released. Once the report is available, we can provide more information at a future RAC meeting. A next step will be asking for volunteers to facilitate a process review and make sure it's as efficient as possible.

ETS update: Tina Falkner informed the group that colleges are being asked what their absolute adoption requirements are for this project and so far, the suggested additional requirements are feasible. Tina and Colin Delong have done demonstrations for every college and some ancillary services to show them how ETS works and what it can do. Regarding the roll-out: the first phase will be for undergraduate advising offices on the Twin Cities campus; the next phase will be offices like CAPE, MLK, Athletics, Disability Services, and career services offices (this is not an exhaustive list); the third phase will be Housing or others who are involved in advising experience not as directly involved as others in the first two phases. Tina and Colin have sent the colleges a checklist with questions to have collegiate advisers ask while working in "sandbox mode" in ETS so they can think consistently about what the absolute adoption requirements should be.

Third party release: Julie Selander reminded the group of the process and form that were developed about a year and a half ago for students who want to authorize the release of information that is held in advisers' files to parents or another third party. There is an online writable PDF version and print version of the form. This form is not available in Forms Online on the One Stop website; it is available via the ASR website at https://policy.asr.umn.edu/documents/264 (Work Support and Tools > Policies and Procedures > OSF and One Stop policies & procedures). Julie reminded the group that this form must not be used for releasing grades and hold information; Parent/Guest Access should be used. Regarding the process, students are required to meet with an academic adviser before filling out the form, and

completion of the form does not mean the information will be automatically sent to a third party. Advisers can still request a student be present when information is released.

Julie Selander also provided the group with a process document; this information will be attached to the minutes.

Frank Blalark raised the question if a third party is looking for general information, wouldn't a certification letter be a better option. This form covers information that is likely only contained in advising files. Tina Falkner noted that when Craig Swan had initially envisioned this process, he thought this would be part of Parent/Guest Access, but the colleges wanted a separate form so they could have a teachable moment with the student about what releasing this information means.

Julie Selander showed the group the reports now featuring this information. On UM Reports under Student Records and My Active Advisees, Julie showed an example of a new link to advising information release. If a user selected this, they will get a list of advisees who have authorized release of information to third parties. This information will be shared with the Academic Advising Network (AAN) as well.

There is also an Advising Information Release report. This is by institution and college. This report will show all the students that have the IR service indicator.

Clare Strand stated that it was her recollection that the reason the group got together to create this form was so that the advising release could follow the student and get rid of redundancy. Clare asked if the service indicators are entered with an institution into this, will it show up when a student transfers. Julie Selander said she would look into this. Cindy Salyers noted that there is a service impact that can be assigned to indicators that is institution specific, so the answer would depend on how the IR indicator was set up.

Julie Selander also noted that there is the Student Information Release Authorization (SIRA), a paper form that One Stop uses with students if they want to release information that would normally be given through Parent/Guest Access; for example, when a parent or guest has no computer/internet access. The SIRA should not be confused with the Student Adviser Records Release form. Frank Blalark asked if this service indicator has an end date; no, it does not expire unless it is deleted upon the student's request. Gary Andersen asked if the IR service indicator is a positive service indicator; Julie stated that it is. She also noted that if advisers/collegiate staff need access to add/delete the IR service indicator, they should send Julie their name and Internet ID (goode021@umn.edu).

Student Scholarship Selector: Dianne Danov provided the group with a demonstration of the Student Scholarship Selector. This report is designed to help departments select scholarship recipients. The selector is available on UM Reports; there is a help document available and if users click the "I," they can see what all the columns stand form. This report also provides financial aid data.

Users select the academic year, campus, and career, and then the college. They then select major/s and new or continuing students, or all. Rather than generating a report, a spreadsheet is generated ranked from the highest unmet need on down. This spreadsheet includes grants and scholarships that have been awarded. This report is very useful to find potential recipients for scholarships with very specific criteria. It does not have essay data, but is can be used to target specific groups even if an essay is required. Cindy

Salyers noted that this report is the only way to get a list of students before initial registration (before orientation). This report also includes students who haven't applied for financial aid.

Withholding degrees policy change: Frank Blalark reminded the group that the records office will be posting degrees for students who owe money; Frank will resend the memo announcing this change.

Second major-minor students: Frank Blalark announced that there is a process change for fall 2009 for students coming back to complete a second major or minor; these students can go to the new college to get the new career added. Laurie Gardner asked what should be done if the student is returning to the old college; in these cases, the records office can add the career.