RAC
May 2, 2011

Present: Gary Andersen, Kristeen Anderson, Rockne Bergman, Rhonda Bjurlin, Robert Bode, Sheryl Bolstad, Danielle Bordeleau, Brad Bostrom, Earlene Bronson, Mark Bultmann, Lolita Davis Carter, Amber Knapp Cellotti,Agnes Chagani, Carla Claussen, Kelly Condit-Shrestha, Pam Cook, Dan Delaney, Molly Diethelm, Kim Doberstein, Jessie Eastman, Tina Falkner, Renae Faunce, Vicki Field, Tracy Fischer, Carol Francis, Mary Vincent Franco, Jennifer Franko, Wendy Friedmeyer, Teresa Fruen, Amanda Grimm, Constance Hessburg-Odland, Kim Hindbjorgen, Emily Holt, Lisa Hubinger, Barbara Jensen, Jill Johnson, Sue Johnson, Charleen Klarquist, Jennifer Koontz, Mary Koskan, Stephanie Lawson, Linda Lindholm, Aileen Lively, Jo Ellen Lundblad, Gayla Marty, Heather McLaughlin, LeeAnn Melin, Heidi Meyer, Emily Mraz, Kathering Murphy, Ingrid Nuttall, Matt Nuttall, Cathy Parlin, Cindy Pavlowski, Heather Peterson, Robin Peterson, Sarah Ihrig, Ann Rausch, Lonna Riedinger Genny Rosing, Jody Seiler-Peterson, Mary Ellen Shaw, Susan Suchy, Nathan Tesch, Danielle Tisinger, Georganne Tolaas, Terri Tuzinski, John Vollum, Kathy Walter, Susan Westacott, Stefanie Wiesneski, Kasi Williamson, Ellyn Woo, Emily Wood, Anita Wallace

Review of April minutes

There were no changes to the April 2011 minutes

Announcements

Sue Van Voorhis announced that the April meeting would be Mary Koskan's last meeting. She will be leaving the University to recreate full time.

Sue Van Voorhis announced that the undergraduate group will not meet in June and July; however, the meeting will still be held so items related to the graduate education transformation can be discussed (all attendees welcome). The entire group will reconvene in August (Monday, August 1, 9 a.m. – noon, location TBD). Sue also noted that the entire group may need to meet next summer in the event of a PeopleSoft upgrade.

Degree progress communication

Frank Blalark presented a brief snapshot of degree progress information to the group for the fall 2007 cohort. (These are students who should be graduating this spring or summer.) There are a handful of students who have not applied to graduate and are eligible, and they have not registered for any fall courses; Frank asked the group what information about these students would be useful to have so they can be contacted and/or cleared for graduation?

Pam Cook asked for the current email and adviser name.

Sheryl Bolstad asked for some language that advisers could use to be consistent about the expectation that these students must apply to graduate (or they will be cleared regardless of whether or not they have applied).

Mary Ellen Shaw asked if these students graduate by the end of summer, will they still count in the 2007 cohort; yes, they will.

Linda Lindholm asked if this information will be sent to colleges or to collages and departments. Emily Hold replied that it is sent to the degree contact for each college where it can then be distributed, if need be. Molly Diethelm asked if the degree contact information can be sent to the group so it can be verified; Emily will send this information.

Mary Ellen Shaw noted that the College of Education and Human Development (CEHD) provides financial assistance for some students who have a minor financial barrier that keeps them from finishing up their final courses; Sue Van Voorhis stated that students in these situations should be referred to One Stop Student Services. There are options and we want to make sure a minor financial hurdle doesn't prevent students from graduating.

A representative from the Learning Abroad Center said that office might be able to work more effectively with colleges to determine if a student's study abroad experience would be a hurdle toward timely graduation.

Advising notes in APLUS and PeopleSoft

Mark Bultmann provided a brief update on recent developments with APLUS and advising notes. A group had convened in the winter to discuss issues related to sharing advising comments in APLUS. A workshop was also held April 1 to create a working document around advising notes. Two groups of issues have emerged: First, issues related to the sudden transparency of advising notes to the broader advising community, and second, confidentiality and FERPA issues. Information gleaned from the workshop was integrated into a new document that will be sent to advisers for review. Once that is approved, the next step will be how to communicate that information. Then we will look at how to communicate that. After orientation, additional sessions will be held to work on case studies so more documentation of best practices can be created. Hopefully, final documentation will be shared mid-summer.

Sue Van Voorhis noted that the institution has come a long way on this topic to work together in the best interests of students.

StrengthsQuest

LeeAnn Melin provided an update on the University's StrengthsQuest initiative. Back in March, Jerry Rinehart announced that the University will be a "strengths based campus." Over the next three years, all incoming freshman will be given the StrengthsFinder assessment which will identify their top five "talents." Efforts are underway to incorporate the output of this assessment (i.e., talents) into the development of individual strengths over the course of a student's undergraduate experience. Staff may request a code from strengths@umn.edu to take the assessment themselves.

When students attend orientation, they will receive an individualized email with a code to log into StrengthsQuest and take the assessment. Students who ignore email will receive follow-up communications. August 26 is the target date for all incoming first-year students to have completed the assessment. Students' StrengthsQuest information will be integrated into APLUS so it can be available to advisers. There will also be training available for advisers and other staff who work with students to ensure communications are consistent and there are useful resources available to integrate strengths into the undergraduate experience.

Sheryl Bolstad asked if there are currently plans to integrate strengths into Welcome Week, either as a separate session or in conjunction with other college efforts. Most of the communication efforts will be focused at orientation. During Welcome Week, every college will integrate strengths a little differently. In the "Do What Matters" session, strengths will be highlighted as well (all students attend this session).

Matt Nuttall asked if the strengths information will be integrated with Business Intelligence so it can be incorporated into reporting. Lee Ann Melin noted that this is possible; there will be a strengths student group in PeopleSoft that will need to be kept up to date.

Project update

Jody Seiler-Peterson provided the group with an update of ASR-IT projects:

- Queued registration started on April 14; as of May 1, over 336,000 transactions were processed with over 96 percent being completed in less than five seconds.
- Summer financial aid awarding will begin the first week in May.
- The PeopleTools upgrade has been delayed and is expected to take place in late May; preparing for the upgrade has consumed most of ASR-IT's resources.
- Contracts for both Constituent Relationship Management (CRM) system and its implementation are signed. A kickoff meeting will be held on May 3 where the project team will discuss the implementation plan and resource requirements. The vendor for the CRM system is SalesForce and the implementation vendor is RoundCorner.

Sue Van Voorhis noted that for the CRM implementation, the Office of Admissions is under tight time frame. Therefore, the first phase of the implementation will focus on Admissions; the enterprise-wide implementation plan will follow shortly after.

One Stop home page redesign

Santiago Fernandez-Gimenez presented the group with a draft wireframe of a new layout for the One Stop home page, which has remained largely unchanged since 2004. The goal of the changes is to provide flexibility to highlight certain information at key times during the year while effectively maximizing the real estate of the One Stop home page. Some of the new design features include:

- A snapshot of dates from the academic calendar
- Timely tips (four or five different topics with some editorial content)
- Maintain transparency of the site's navigation

Focus groups with undergraduate and graduate students will be conducted to get feedback on the lay out. Santiago asked the group for their feedback on the proposed wireframe.

Danielle Tisinger noted that her department uses snapshots of the One Stop home page in their online orientation; she asked if the site changes would be ready to accommodate orientation. Santiago replied that this was the original intention, but this implementation date is not realistic. ASR will work directly with departments on the timing of this launch so any discontinuity with orientation materials is minimized.

Santiago Fernandez-Gimenez also pointed out that the new design better highlights "special student populations," such as new students, parents or guests, and veterans. It was also noted that the staff and faculty pages will not be changing (ASR maintains these pages but does not control the content).

Sue Van Voorhis reminded the group that the financial aid section of the One Stop website would also be changing before orientation.

The Record and listserv communications

Ingrid Nuttall asked the group for some input related to how ASR communicates. ASR communicates through two main avenues, the RAC listserv and the Record newsletter, and Ingrid would like to ensure that the both are being used to their best potential.

Ingrid asked the group whether they received the Record and/or were on the RAC listserv; most members of the group indicated that they received both. The group indicated that they did not feel they received too many emails from ASR, and that emails to the listserv about systems outages were especially useful. Fewer members of the group indicated that the Record provided the most timely, useful content.

Ingrid presented the possibility of posting news updates online, one by one, in a timely way, then sending out the Record as an occasional email digest of these updates. The group indicated that this scenario would be acceptable.

Leave of Absence for undergraduates

Tina Falkner and Heidi Meyer addressed the group regarding practices for putting transfer students in certain circumstances on a leave of absence. It had been brought to the attention of the Office of the Registrar that several colleges have put students on a leave of absence after they had been admitted, registered, and then immediately canceled their classes. Admissions had discontinued these students because they ultimately didn't register. Tina and Heidi asked if it was normal practice to put a student on a leave of absence immediately after they had been admitted.

Sarah Ihrig stated that in Nursing, these situations are rare. However, there are times when a student has come to orientation, registered, and then canceled their classes, and the department gave the student a leave of absence to ensure they could later register.

Pam Cook said CEHD's practice is to tell the student that if they don't attend for the term for which they are admitted, they will have to reapply.

Heidi Meyer stated that the communication from the Office of Admissions to transfer students states explicitly that it is expected that admitted students will attend the term for which they have been admitted.

Danielle Tisinger noted that for PSEO students, they are often given a leave for one semester because they receive their high school schedules in the fall and need an extra term to figure out what classes will work with their high school work.

Sheryl Bolstad and others noted that putting a student on a leave to prevent him or her from being discontinued is a recent development. Previously, once a student was registered, they were active, and there was no danger of being discontinued.

Sue Van Voorhis suggested that this issue be addressed outside the meeting in conjunction with the Office of Admission.

SCEP update: Graduating with distinction, skills courses

Tina Falkner informed the group that the Senate Committee on Educational Policy (SCEP) decided not to change the S/N limitation. SCEP also approve the skills limitation proposal; that policy change will now go to the Faculty Consultative Committee.

Tina thanked the group for their feedback on these policies.

<u>Graduate education items</u>

Announcements and brief updates

Regarding the timing of this meeting during the summer, the group agreed they would keep the 10 a.m. – noon timeslot in order to give enough time for all items. Meetings may end early, depending on the agenda.

Sue Van Voorhis reminded the group that University policy requires an individual to have registered for at least one course in order to be considered for a posthumous degree. Beyond that, it is up to each individual college to determine the criteria for awarding this degree.

Non-degree graduate registration/CEHD

Heather Peterson provided the group with an update on a recent change with Graduate non-degree population. For many years, there has been a program in CEHD that required students in that college to contact CEHD Student Services in order to register as non-degree. One Stop Student Services oversees a separate program. Recently, CEHD and One Stop's non-degree registration efforts merged; One Stop will now be processing CEHD's registrations. This means all students will register as 99PRD. Any previous program a student may have been active in will be discontinued.

It was noted that this process may present problems for international students; Heather stated that One Stop currently refers international students to the Graduate School.

Graduate policies: Grading and transcripts

Tina Falkner referred the group to handouts of the grading and transcripts policies and walked through the proposed major changes to-date that will go to SCEP in the fall:

- Removed references to “the Graduate School,” where appropriate
- Replaced “graduate student” with “post-baccalaureate student” (First professional and law and medical students have specific exemptions to these policies)
- Clarified where the policy specifically applied to undergraduate or graduate students
- Changed language about when an “I” will lapse to an “F”; the proposed changes will lapse an “I” after two years

Genny Rosing asked if blank grades would also lapse to an F; Tina Falkner noted that blank grades are a separate issue and are not covered by the grading and transcript policy.

Carol Francis asked if internal processes that require students to do a contract for incompletes would still be allowed with these changes; yes, these contracts would still be allowed.

Anita Wallace asked if a grade reverts to an F, and the student is motivated to change it, can departments make exceptions and work with the student to change this; yes, this is possible, as long as the student is still active. Instructors will also be able to submit an I for a student more than once for the same course.

Sue Van Voorhis reminded the group that contracts are still allowed and are the appropriate way to implement departmental policies regarding “I” grades.

Genny Rosing noted that it needs to be made very clear to students when their grades will lapse. For students doing multiple degrees, issues could arise if it is not made very clear what the policy is.

Tina Falkner stated that the earliest this policy would go into effect is for spring 2012. She also asked the group to send additional thoughts to her at rovic001@umn.edu.

ImageNow view access

Brad Bostrom referred the group to a web page on the Graduate School’s site about requesting ImageNow access. Also available on this web page is a list of the type of information about graduate students one can access in ImageNow. Staff will need to request access through the access request form (ARF), as well as a special attachment for ImageNow under “Other systems and data.” Fax these documents to OIT data security to get access. All staff with a business need for this information should request access.

ImageNow runs through a web client, meaning users do not need to have any special software installed on their computer.

Genny Rosing noted that the view access allows users to sort all the columns and manipulate the grids to hide the information that isn't useful; this will allow one to work with the data more easily.

Brad Bostrom clarified that right now, view access is all that can be requested. The ability to add new information and "drawers" in ImageNow is a later phase.

"Converted" graduate student records in PeopleSoft

Gary Andersen provided the group a quick look at what the converted student records will look like in PeopleSoft. In "Records and Enrollment," there is now a discontinue row for the Graduate School record with the reason of "Graduate School Conversion." There is also a future dated row that keeps students in the Graduate School through the end of the summer. Currently, there are two programs on the record; one for the Graduate School, and one for the new collegiate home.

As a part of these changes, the plan codes for minors will change slightly, so that the plan codes for graduate and undergraduate minors are not identical. Graduate minor plan codes will include the letters "MING" instead of "MIN."

In the term activation page, students are term activated for fall; the prior record will be attached to the Graduate School.

Someone noted that for students in two degree programs, only one of the degrees is currently showing up on the transcript; Aileen Lively stated that these students have been flagged as "Joint Program" and future communication about this will be forthcoming.

UM Reports and the data conversion

Kristeen Anderson informed the group that in addition to the data that has already been converted, there are also plans to convert data currently housed in the graduate custom tables. Until this conversion is complete, there are some reports that will not be fully functioning beginning in fall 2012 (when students are officially active in their new collegiate homes). There are different categories of reports:

- Hiring reports
- Student reports by major
- Individual student reports
- Individual faculty reports

The hiring reports should work in fall 2012 due to a workaround strategy. Kristeen asked the group for feedback to help prioritize which reports are most essential to the group's work so resources can be allocated appropriately and the reports can be working as soon as possible.

The group agreed on the following prioritization:

- Milestones
- Individual student reports (e.g., GO32)

- Reports by major
- Report that details a history of faculty and their graduate status

It was clarified that all reports are currently functioning and that strategies are being determined to minimize downtime once the students are active in the colleges. Frank Blalark said anyone requiring an ad hoc query could also contact him directly at blala001@umn.edu.

Where are we now? Semester recap and looking forward

Kasi Williamson distributed handouts and asked the group to review them before the next meeting, to prepare for the presentation and discussion. A brief online poll will also be sent to the group to help narrow down the topics that should be addressed in future meetings.