

RAC

February 6, 2012

Present: Bonnie Anderson, Mary Beard, Rockne Bergman, Rhonda Bjurlin, Frank Blalark, Robert Bode, Caitlin Boley, Raechel Bosch, Brad Bostrom, Earlene Bronson, Sara Cannon, Cortney Carlson, Lolita Davis Carter, Amber Cellotti, Agnes Chagani, Pam Cook, Gary Cooper, Sarah Huhta Corrigan, Dianne Danov, Dan Delaney, Molly Diethelm, Jessie Eastman, Eric Ecklund, Marta Fahrenz, Tina Falkner, Renae Faunce, Vicki Field, Tracy Fischer, Carol Francis, Wendy Friedmeyer, Teresa Fruen, Kit Gordon, Ann Hagen, Kevin Havard, Lucy Hartel, Jeremy Hernandez, Constance Hessburg-Odland, Kim Hindbjorgen, Chris Holland, Emily Holt, Lisa Hubinger, Sarah Ihrig, Barbara Jensen, Sue Johnson, Bri Keeney, Kara Kersteter, Charleen Klarquist, Jennifer Koontz, Putt Koubandonh, Mandee Kuglin, Sarah Kussow, Aileen Lively, Jo Ellen Lundblad, Stacia Madsen, Carla Mantel, Heather McLaughlin, Heidi Meyer, Emily Mraz, Nan Nelson, Ingrid Nuttall, Margie O'Neill, Laurie Pape Hadley, Cindy Pavlowski, Heather Peterson, Rebecca Rasier, Ann Rausch, Lonna Riedinger, Cindy Salyers, Mary Ellen Shaw, Kate Sophia, Karen Starry, Susan Suchy, Nathan Tesch, Danielle Tisinger, Terri Tuzinski, John Vollum, Sue Van Voorhis, Kathy Walter

Undergraduate education

Introductions and approval of January minutes

There were no changes to the January minutes.

Announcements

Financial Aid update – Dianne Danov

U Promise amounts for individual students will increase next year. Students with an Expected Family Contribution (EFC) of zero will receive \$4,000 (up from \$3,500). This represents an increase of approximately 14 percent from last year's amounts. A chart is currently being made with the amounts and should be available soon.

Freshman estimated packaging will be in March. Departments and colleges should post their scholarships through scholarship automation no later than March 9 so they can be included when simulations are run and packaging starts the week of March 12. Paper financial aid award notices are scheduled to be mailed starting March 19.

As part of the Budget Control Act of 2011 signed by President Obama, graduate and professional students will no longer be eligible for subsidized loans. All loans for graduate and professional students will be unsubsidized effective for loan periods beginning on or

after July 1, 2012 (so this will affect graduate and professional student loans starting with fall term).

Update on Student Health Benefit plan – Ingrid Nuttall

Ingrid Nuttall provided an update on the communications to students regarding the new Student Health Benefit plan. Text has been added to www.shb.umn.edu/waiver. More information will be available in mid-February. Boynton is currently ramping up to send a mailing to all students who pay the student services fee. This mailing will be sent closer to registration for each campus. ASR will add language to the registration queue time email and will make it a “Timely Topic” on the One Stop website later in February. More information will also be included in Undergrad Update. There are plans to specifically reach out to AAN with more information. Contact Ingrid Nuttall (ingridn@umn.edu) if there are people who should be included in future communications..

Update on official transcript ordering and pricing – Frank Blalark

The planned go-live of the new system for ordering and delivery of official transcripts was delayed to February 8 (originally planned for February 1) at 10 a.m. As a reminder, this new system will not require an Internet ID (x.500) to make an order online and provides a new option of a secure PDF transcript.

There were a few points of clarification regarding pricing and the functionality of the secure PDF transcript. The fee is \$12 per transcript plus additional, optional delivery fees:

- \$12 for PDF
- \$12 for paper transcript sent standard USPS mail
- \$12 + \$15 for Overnight delivery to U.S. addresses
- \$12 + \$20 for International priority

The secure PDF can be delivered to the student and sent as many times as he/she likes. It is just a snapshot of the record when the order was processed, however. It will not update if/when changes are made to the student record (a new transcript would need to be ordered).

Caucus night – Tina Falkner

Caucus night is tomorrow (February 7). The University is allowed to hold classes on caucus night. Students who wish to attend their caucus should talk to their instructors. Instructors should make reasonable accommodations for these students.

A reminder about this information has been sent to DDD list, published in the Undergrad Update, is a Timely Topic (with link to Secretary of State website to retrieve caucus site information), and sent in an email to Tuesday evening instructors.

U of M sign-in pages – Christina Goodland, OIT

Christina Goodland provided an overview of the new University sign-in page. The update to the page (the first in 15 years) included changing the interface, undergoing usability testing, optimizing the page for mobile devices, and changing the code so it is compliant with current standards. Not all applications will use the new sign-in screen right away, but will as they move to Shibboleth for authentication. This is scheduled to be complete by June 15.

There is a news story with more information at

http://blog.lib.umn.edu/oit/news/2011/12/new_u_of_m_sign_in_pages_effec.html. The Office of Information Technology has met with ASR, CCE, the portal group, and admissions. There have been some suggested changes to wording regarding “campus guest,” but current wording will go live on February 15 with plans to make changes in the coming months as more feedback is received. Feedback can be sent directly to Christina Goodland at c-good@umn.edu or to the OIT communications group at oca@umn.edu.

ASR-IT update – Laurie Pape Hadley

Work continues on testing for the Oracle 11g Exadata database upgrade. When complete, this technology update of the database should make running PeopleSoft more efficient for users.

New updates to PCAS went live Sunday, January 29. Many of the updates and enhancements were within PCAS itself, but there were also a few minor improvements to the online catalog functionality. One item of note is all undergraduate programs available in the catalog now have PDF versions that can be printed directly from the catalog program page.

Work continues on the PeopleSoft upgrade plan. Later this year ASR-IT staff will be largely focused on this project, limiting their ability to work on other things. Once the upgrade is complete, there will be a lot more functionality that will benefit all users.

Student degree progress initiative update – Frank Blalark & Emily Holt

Frank Blalark spoke about an initiative started a year ago that looked at students who appeared as though they should graduate but hadn't applied. Information was gathered from DARS, APAS, and PeopleSoft. Some students had thought about applying for graduation, but had forgotten or thought it was too late to apply. Some of these students then applied for fall graduation. There were also some cases of students with 120 credits, 100% completed, but hadn't been cleared. By addressing these issues with the colleges in the fall 2011 term, the graduation rate was increased by 2% for the 2006 cohort and 2% for the 2007 cohort for a total of 4%.

Emily Holt indicated that those with degree clearance duties in the colleges received an

email on February 3 asking that they look over the data to see if there are students who should be graduating, but have not yet applied. The Office of the Registrar can provide cumulative credits and email addresses of the students, but if there is more information that would be useful, to let her know (e-holt@umn.edu). She also said that students can be manually added if they have missed the graduation application deadline so that they don't need to wait another term.

Ingrid Nuttall asked if something should be added to One Stop around this issue that would provide a step for the student to take if he or she had missed the deadline. Emily Holt said that would be a good idea and several others agreed.

Emily Holt also asked that collegiate representatives also take a close look at the Senior Cohort Report when it comes out. There has been feedback that it is redundant and not used. If that is the case, it could be retired.

Change to Wisconsin Reciprocity - Sue Van Voorhis

Sue Van Voorhis reminded the group that the Wisconsin supplemental grant offered by the state of Wisconsin will no longer be offered. This should not be confused with the reciprocity agreement itself, which is still in place.

One Stop website discussion – Dan Delaney

How to present Liberal Education requirements

Dan Delaney led a discussion on how Liberal Education requirements are presented on the One Stop website. Currently the requirements for fall 2010 onward and the requirements for prior to fall 2010 both appear on the site. There has been some concern that the requirements for those enrolled prior to 2010 are no longer used much and are instead causing confusion. Dan asked the group their thoughts on removing that information from the website.

Someone said that students are still transferring in. Additionally, some advisers tell students to hold on to a few requirements until later to ease the course-taking load in last few semesters. The suggestion was made to reverse the order of the information so that the current requirements are listed first. Another person agreed with this suggestion because the older requirements are frequently, mistakenly clicked on because of their placement. This change will be made to the site.

Registration queue time archives

Another discussion item Dan Delaney brought to the group was the maintenance of the archives of registration queue times. They are currently kept on the website going back several years. Are these used? If not, they should be removed from the website.

Most people indicated that they did not refer to those archives. Laurel Carroll said that she uses it. Sue Van Voorhis asked if that information was available on the student level in PeopleSoft. The answer is yes. Dan Delaney also said he has copies of the queue times if individuals have a specific request.

Policy discussion: Grade bracketing – Tina Falkner

Tina Falkner led a discussion on a change in grade bracketing. Many different sets of constituents were consulted this past fall about different ways to address the growing concern about repeating. Based on those discussions, it is being proposed that all grades for a course count (in essence, eliminate bracketing). Since this is such a dramatic change from current practice, there was a desire for gathering broader feedback. To that end, a message will be sent to RAC, AAN, and CSAA. If there are other groups who should weigh-in on this proposed change before it goes to SCEP, let Tina know (rovic001@umn.edu).

There seems to be a struggle with how to help students plan for an alternative major if they are unable to successfully complete the foundational courses for their intended major. Increasingly, data suggest that students repeat a course when they have already received a passing grade and this is concerning. This proposed change seemed to be the cleanest and the fairest. Tina Falkner then asked the group for their thoughts.

Someone mentioned that students who are in danger of probation would be affected the most as it would make it more difficult for them to improve their overall GPA and remain off probation.

Mary Ellen Shaw stated that the original intent of the policy is that the second attempt would be counted and that SCEP simply hadn't anticipated that a class would be taken more than two times. If a student were to attempt taking a class more than twice, he or she should be stopped by someone. There are students who are here as first generation students and they are hitting some walls. If they don't have a way of digging out, we'll lose vulnerable students even though this is an honest and clear policy. Sue Van Voorhis indicated that perhaps an academic forgiveness policy could address those situations. An academic forgiveness policy is at the discretion of the institution and could be crafted to address those situations.

Someone mentioned that if the purpose is to address those students who have passed the class but are seeking a better grade, that an unintended consequence would be an increase of Ws. Tina Falkner reiterated the need to have conversations with students about changing direction of their studies if they are not successful, particularly in the foundation classes. Someone said that the adviser needs to prompt that kind of conversation. It would be nice to have the student do the GPA calculation (since some students overestimated how large an impact improving a grade would have on their cumulative GPA) to prompt them to go to

their adviser to talk about it because they are not inclined to do so now.

Someone said that students need to know that their entire transcript is looked at, not just the cumulative GPA. Someone else mentioned that she sees students repeating higher level, major courses when they receive a D or F as a junior or senior (so trying to steer them to an alternative major is not really a viable option) and it is the only course that they are having difficulty with. Counting all completions would hurt these students. Frank Blalark said that this is a different way to look at repeating. For example, an F followed by an A would indicate that the student had mastery of the subject, but counting both grades in the GPA calculation would eliminate the opportunity to manipulate the cumulative GPA.

Someone asked about requiring a petition to repeat a course. Tina Falkner said that it's not a bad idea, but a difficult one to put in place to ensure that all students are treated equally.

Sue Van Voorhis asked that those in attendance discuss this with their colleagues and this topic will be on the March agenda

PeopleSoft fit-gap item: Course Guide – Sue Van Voorhis

Sue Van Voorhis informed the group that in the process of evaluating how the University would upgrade PeopleSoft, there were 399 decisions that had to be made. Oracle consultants provided recommendations for all of these decisions and the University agreed with almost all of them. Others will require input and feedback from ASR constituents. One of these is the Course Guide.

The recommendation from Oracle is that the Course Guide application be retired as a separate, stand-alone application. This information would be accessible in PeopleSoft self-service. While students use Course Guide a lot (and have noted they would like more information included in it), colleges don't have a high rate of participation for entering the information. It would make some sense to stop maintaining a separate application for the relatively small percentage of courses that are entered.

Someone said that retiring Course Guide would be fine so long as the replacement is functional. Instructors say that they are entering the information somewhere (perhaps ECAS?). Sue Van Voorhis made the distinction that Course Guide provides details of the course that are not part of ECAS.

Mary Ellen Shaw said that the Provost's office needs to lean on colleges to use Course Guide. Currently, there is no consequence if it isn't used.

Sue Van Voorhis asked the group if it would be acceptable if all of the information available in Course Guide was made available through a PeopleSoft self-service option. Someone asked if that would mean that it would require somebody with PeopleSoft access to make the entry. Sue Van Voorhis said that would likely be the case. Several people indicated that might be a problem as most instructors don't have that kind of access and those who do prefer not to work within PeopleSoft. The work would end up shifting to support staff.

Graduate education agenda items

Announcements

Tina Falkner announced that new instructions on the degree program form went live on Friday, February 3. This is for declaring a minor in programs that were not a part of the Graduate School. This change now allows students the opportunity to declare their minor so it can get on their PeopleSoft record. If there are questions about how to fill out the form or where to send it, please contact Tina at rovic001@umn.edu.

Sue Van Voorhis informed the group that there is a Twin Cities campus-wide curriculum committee being formed. This is mostly for undergraduate curriculum. Deans will be selecting representatives.

Updates

U of M sign-in pages – Christina Goodland, OIT

Christina Goodland repeated her update from the undergraduate portion of the meeting.

Post-baccalaureate student communication – Ingrid Nuttall

Ingrid Nuttall provided an update on plans to create a central communication (similar to the Undergrad Update) for post-baccalaureate students. This would not replace any communications currently sent by colleges or departments, but would instead insure that central messages would get to all graduate and professional students. This is being lead by the Office of Student Affairs, ASR, and the Office of Graduate Education. They will be moving forward with this publication and soliciting information from other sources, including student groups. The plan is that it will be sent every two weeks and the content will not be program specific.

Someone asked who this communication would go to and if staff could opt in. Ingrid Nuttall said that similar to the Undergrad Update, there would need to be two separate lists, but the plan was to add everybody currently on the PBED list and then anyone else could opt in.

Update on Student Health Benefit plan– Ingrid Nuttall

Ingrid Nuttall repeated her update from the undergraduate portion of the meeting.

Caucus night – Tina Falkner

Tina Falkner repeated her update from the undergraduate portion of the meeting.

Graduate Education PCAS Project Update – Laurie Pape Hadley

Laurie Pape Hadley provided an update on the graduate education PCAS project on behalf of the team. The team thanks those who have completed their review of data and those who are currently working to complete the review. The team understands that staff typically have other graduate program activities occurring this time of year and appreciate all of the efforts to complete the review in a timely manner.

Those who are still working on the review are asked to complete the work as quickly as possible and notify Vicki Field (field001@umn.edu) when they are done. A reminder to not “submit” the information within PCAS in Step 8 at this time.

If your college hasn't already been contacted regarding inactive programs, you will be contacted shortly to be given guidance about what information should and shouldn't be in PCAS.

Lastly, there were updates to PCAS that went live on Sunday, January 29. Many of the updates and enhancements were within PCAS itself. There were also a few minor improvements to the online catalog programs and search functionality.

Update on official transcript ordering and pricing – Frank Blalark

Frank Blalark repeated his update from the undergraduate portion of the meeting.

Graduate School transition – John Vollum

John Vollum provided an update on behalf of Vicki Field regarding an upcoming graduate and professional assembly on advising. It will be held on April 12, 1:30-4 p.m. and the topic is “From first course to first job.” If you or faculty in your college/department would like to attend, register soon as space is filling up quickly.

John Vollum also announced a best practices conference that is in the planning stages. It will be sponsored by Graduate Admissions and ASR with an intended audience of plan level coordinators, college-level administrators, directors of graduate studies, and other interested staff. It would be a half- or full-day of presentations and workshops. The current needs are for volunteers to help plan and the topics that should be covered. Contact John Vollum (vollu004@umn.edu) or Dean Tsantir (tsan0006@umn.edu) to volunteer or suggest a topic you would like to learn about or could present on.

Change to Dual Career registration – Frank Blalark

Frank Blalark informed the group of a registration change that will go into effect for May term. Starting with May term 2012, students will be able to register in more than one career in the same semester. The one important exception to this is students in the Law career. The financial aid calculation will be based on the career with the highest tuition rate.

Emily Holt said that the registration page will inform the student that they are eligible to register in multiple careers. The student will have a drop-down menu with the careers they are able to register in. They will need to select a career for each course they register for so that it can be reflected properly on the student record.

Mary Ellen Shaw asked if this would include departmental masters as a separate career. Frank Blalark said it would not because those programs would both be on the Grad career and would therefore be dual degree.

Someone asked how it would work with non-degree students. Emily Holt said that the student has to be degree-seeking in at least one career. So the student would either be degree-seeking in two careers or degree-seeking in one and non-degree in the other.

Stacia Madsen asked if a student only registers in undergrad career, does the discontinuation process still move forward for the graduate career. Frank Blalark said the process would move forward because the student would still need to fulfill the continuous enrollment requirement.

Emily Holt said that because this topic is a little confusing, materials were being prepared to share with the group.

Adviser workflow/Committee workflow progress– Robert Bode, Heather McLaughlin

Heather McLaughlin provided a review of the committee workflow process thus far. She pointed out the key findings from the survey of constituents:

- There was a positive response for this being a student-initiated process. The team will move forward with this.
- An adviser from the major field will be included in the routing process. If a student has multiple or co-advisers from the major field, they will have the option to choose one. There is a comments section for the student to request other advisers be included.

Key findings from survey: positive response for this being a student-initiated process so will

move forward with committee being student initiated. Routing will include advisor as an approver. If there are multiple advisors, they will be able to select only from major field. If they have co-advisors in major field, they could select one of those two. There is a comments section so the student could request that the other advisor be included.

Someone asked about cases where the minor advisor/co-advisor is the “real” adviser. What if minor advisor (coadvisor) is the “real” advisor? Heather McLaughlin said that the plan level coordinator would be able to coordinate the approval process in those instances, but that isn’t a typical situation. Someone else asked if the form is routed to the plan level coordinator after the adviser and Heather McLaughlin said it is.

Heather McLaughlin also pointed out that the plan level coordinator and/or the DGS could make edits to roles rather than kick back the entire process to student. Once approved, notification is sent to the student. The student will need to select one degree (if multiple degree are being sought) for this committee assignment as the committee can only be set for one degree at a time.

If a request is denied, there is room for comments to be sent back to the student as to why.

Someone asks what happens if the request isn’t acted upon. Heather McLaughlin said there is a time limit of two weeks. Several people indicated that one week would be better. Eric Ecklund indicated that reminder notices can be sent out if a request isn’t acted upon.

Stacia Madsen asked if the student has to choose which degree the committee is for, if the form only provides the option from a list of active careers. Heather McLaughlin said that is the case.

Mary Ellen Shaw asked if all PhD and plan A masters students are required to have a supporting field minor? Tina Falkner said she didn’t believe it was mandated in the policy, but a decision made at that program level. Mary Ellen then commented that the current form makes it appear that it is a requirement and to perhaps put clarifying language around that section.

Someone said that this process would require people to know the status of each person without the ability to look it up. Heather McLaughlin said that the process will only check to see if the person has graduate education responsibilities. If a department or program has further requirements, it would be up to them to ensure they are followed. Robert Bode said that this was one reason why it was made editable: so that the plan level coordinator or DGS could make the change if there were people named that weren’t suitable. Eric Ecklund also mentioned that if a program decides to reject the request so that the student can get the approval from the individuals, there is the option to add comments so they understand

why the request didn't meet the requirements.

Eric Ecklund then provided a demonstration of the advisor process (a plan level coordinator-initiated process). Either an Empl ID or an Internet ID can be entered to select an advisor. There are also built-in notifications. The student will be notified in any case, but there are additional, optional notifications that can be sent.

Someone asked if this could be used for making the initial advisor assignment. Robert Bode said yes, but if that is already being accomplished through Apply Yourself, that doesn't need to change.

Heather McLaughlin informed the group that both the advisor and committee processes will go live at same time. At that time, the degree program form will be edited to remove those portions.

Policy discussion: Degree completion – Tina Falkner

Tina Falkner led a discussion about a policy proposal regarding doctoral and masters completion.

Someone asked about the language that states "one must be outside of major" and if that is loosely defined because some programs have people from outside of a particular track, but in the same major. Tina Falkner said that would be a good item for the FAQ and that she would take the question back to the committee for clarification.

Someone asked if "reactivate" could be defined and if it meant that the student had to register. Tina Falkner said that the student does not have to register, just be active so the degree can be posted. Someone pointed out that this language is missing from the masters policy. Mary Ellen Shaw asked if a student would have to register for one term before graduating if they had been inactive for a time. Tina Falkner said they would.

Stacia Madsen said that the abstract and title aren't currently updated within the Graduate School. The Graduate School uses the title and abstract at the time that the dissertation is submitted. Stacia also pointed out a discrepancy in language used for masters plan A and doctoral (one says "electronic" the other says "a file").

Someone asked what would happen if a masters plan C student doesn't finish by the end of the term for which they applied to graduate. Tina Falkner said that would need to be addressed in an FAQ.

Someone asked if it was really required that the student be physically present on campus

and if so, why. Stacia Madsen said that part of the reason is that the presentation needs to be open to the public and it's much more difficult to do that when the student isn't present. Tina Falkner said she would ask about this.

Further feedback can be sent to Tina Falkner (rovic001@umn.edu).

PeopleSoft fit-gap item: Course Guide – Tina Falkner

Tina Falkner presented the same information Sue Van Voorhis did in the undergraduate portion of the meeting then opened the discussion by asking if the information was available within PeopleSoft itself, would that be acceptable or is it preferable to have a separate application?

Someone said it would be acceptable as long as it's accessible to students. Another said that it would need to be accessible to instructors so that a staff person wouldn't have to do the entry. Someone else said they would prefer the entry be accessible to both staff and instructors because many instructors won't do the entry.

Someone mentioned that there would need to be a migration of data currently in Course Guide to the new solution because there is a lot of information there that shouldn't be lost.

Tina Falkner said that students say that they like the tool and use it and if they need to choose between a course with detail and one without, they're more likely to choose the one with more detail, but there isn't a high rate of participation.

Learning Management System update – Frank Blalark

Frank Blalark gave an update on the new Learning Management System that has the goal of creating one non-credit system that can be used by several different colleges rather than them each maintaining their own. This system could also be used for employee training (e.g., from Human Resources).

A contract has been signed with the vendor and the purchase order is complete. Currently looking at what data can be converted from the existing systems and coming to an agreement on a data governance structure because that cannot be easily changed. The data structure will need to be the same, even for departments and colleges that wish to use the system after it goes live.

Someone asked if this means that other systems will be gone? Frank Blalark said no.