

## **Meeting Minutes: December 1996**

Present: Theresa Baultrippe, Bill Beyer, Larry Bjorkland, Steve Carnes, Chuck Dahl, Gail Fraser, Nancy Gonzalez, Chris Gordon, Elizabeth Grundner, Mary Koskan, Andrew LaChapelle, Sam Lewis, Karl Lorenz, Pamela Marsh-Williams, Don Meyers, Katherine Murphy, Katy Olson, Kelly Pearson, Steven Pearthree, Jan Reifsteck, Lonna Riedinger, Alice Ross, Jan Schlueter, Ben Sharp, Kim Swanson Linner, Sue Van Voorhis, Jeff von Munkwitz-Smith, Phil Wagner, Richard Wassen, Doris Wiehe, Amy Winkel

November 4, 1996 minutes approved.

### **Announcements :**

OTR will close early (1:30 p.m.) on December 19 for a Holiday Party

Jeff von Munkwitz-Smith will be leaving OTR for a position of University Registrar at the University of Connecticut. There he will have another student record system to upgrade in the next few years. Jeff is from Massachusetts, this move will put him close to family.

His new address:

Office of the Registrar, U-77D Phone (860)486-3903

233 Glenbrook Road, Wilbur Cross Building FAX (860)486-4199

Storrs, CT 06269-4077 e-mail: jvon@uconnvm.uconn.edu

**Minnesota State System Mergers** - Carol Cline distributed a listing of MN community college and AVTI mergers for 95, 96, and 97. There may be more to come. With the new state system the various schools are more on their own to develop standards for a number of things including course numbering systems. The U's admissions office is updating the transfer guide and will let colleges know about other changes. Meanwhile, the University faculty senate is reviewing its policy of not transferring any AVTI courses.

**Semester Course Scheduling** - Elizabeth Grundner distributed the Educational Policy Committee's report to be voted on by the Faculty Senate on Thursday. The committee recommends 55 minute periods (most classes) and 80 minute periods (some Tue and Thru classes) for all classes taught in centrally scheduled rooms and for all undergraduate classes. This policy to take effect with the start of semesters. The timing of St Paul classes is yet to be decided on.

Various departments have developed understandings over the years about the mesh of required courses for students in many programs. We need to have these understandings in place by the time semesters start. RAC will start looking at these. For spring quarter, let Elizabeth Grundner know about any course conflicts. (150 Wnson Hall, e-grun@tc.umn.edu)

**Cross Campus Registrations** - Over the years the number of cross campus registrations have been rising. (Students having a home unit on one campus and registering for class on another) Many of these are grad students taking courses both in Duluth and in the Twin cities and Morris students taking special upper division courses here (e.g. Global Campus.) Current procedures include having students registering and paying tuition at the home campus while paying student service fees at the guest campus rate. The

transcript does not indicate cross campus courses. The registration can get messy. We are not encouraging this, but colleges should know that procedures are in place to handle these students.

**Refund and cancel/add dates for the 1997-98 academic year** - A number of students have complained that they could not get into the system on the Saturday deadline date for cancel/add. Question do we go back to a Friday deadline to avoid these? Or do we put a disclaimer in that after office hours on Friday you are on your own? If you have comments please get them to Mary Koskan (202 Fraser, m-kosk@tc.umn.edu).