

## **Meeting Minutes: December 1998**

**Present:** Jean Cameron, Chuck Dahl, Anne Daly, Colleen Evans, Gail Fraser, Bill Ganzlin, Caroline Gilbert, Chris Gordon, Paul Hesterman, Eric Karlstad, Mary Koskan, Melva Lacher, Karl Lorenz, Steve Pearthree, Terry Petek, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jim Rowen, Cindy Salyers, Sue Van Voorhis, Amy Winkel

**Holiday hours** - OTR, SAR, and SFA will all close at 1:30 on Dec 17. Emergency service can be directed to UC in 101 Westbrook.

**OTR move update** - The West Bank Service Center grand opening went well. President Yudof cut the ribbon. 202 Fraser will be closed this week for remodeling. It will open next week as Fraser 200 and will be the central service center for OTR, SFA and SAR functions on the East Bank. The 150 Wmson student service center will officially close on Jan 8.

**Repeat courses** - A reminder: the Uniform Grading Policy (implemented Fall 97) states that starting colleges are responsible for monitoring repeated courses and notifying the registrar of courses to bracket. When a course is repeated, the most recent grade counts. Colleges still may determine whether a student is allowed to repeat a course. The transcript system is not sophisticated enough to automatically bracket courses, but the APAS system will handle most situations.

**Complete Cancel procedures** - This will be reviewed again next time in conjunction with the One Time Drop policy.

**Graduation application dates** - The registrar has been charged with setting a common undergraduate graduation application deadline date. An initial suggestion is the end of the second week of the semester of graduation. This date was chosen for commonality of deadlines (i.e. end of second week is used elsewhere) and possibly provides time to print diplomas by graduation (a long term goal).

A major issue for some colleges is notifying students of missing requirements in time for them to take a course. APAS in conjunction with advising can provide assistance. Some units have an internal advising requirement deadline in advance of the application deadline. Other issues include summer term and intersession. This will be discussed again.

**Fall 99 grade submission dates** - The fall 99 calendar has Friday December 23 as the last day of finals. Getting faculty to do grading on Dec 24 and 25 might present some challenges. Because spring semester does not start until Tues Jan 18, there is time for later grade submission and still have time for probation review. Suggestion: Grade submission by Wed Jan 5, input by Fri Jan 7. Colleges approved the suggestion.

**Summer 99 registration dates** - Mary Koskan distributed a summer 99 registration dates draft. This draft uses the same relative dates as last year. Please notify Mary if you see problems.

**Time line** - Sue Van Voorhis distributed a PeopleSoft implementation time line.

### Function Implementation date

Course Is now live

IUT for F99 January

Registration conversion February/March

(From this point the two systems must be kept in sync)

Registration (Duluth) April

Record conversion June/July

Training:

Course January/February

Advising and registration February-April

Registration April/May

Records July

Summer Session 99 will be started on the legacy system and then converted.

The legacy system data, except for summer, will not be maintained after June.

Sue presented an outline of the conversion process and the preparation for registration.