

## Meeting Minutes: September 13, 1999

**Present:** Barb Anderson, Larry Bjorklund, Laurel Carroll, Christen Christopherson, Chuck Dahl, Anne Daly, Julie Ann Edin, Jan Erickson, Ted Fitch, Gail Fraser, Teresa Fruen, Mike Galegher, Bill Ganzlin, Kit Gordon, Susan Hunter Weir, Karla Kernger, Michelle Koker, Karl Lorenz, Mary Koskan, Margo Mueller, Earl Nolting, Cindy Pavlowski, Steve Pearthree, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Kathye Rosel, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Ben Sharpe, Karen Starry, Paula Swanson, Ruth Thielke, Amy Winkel

### **Announcements:**

To all who add new students: Please check carefully before adding a new student. We have had over 1000 people with dual ID#s. These take well over an hour each to fix.

Rooms were found for all fall classes. At this point we are short rooms for 400 spring classes.

Sue Van Voorhis circulated a Web problem notification signup list.

Craig Swan asked Sue to compile a list of PeopleSoft issues; please send her an email of items you want to include on the list.

PSoft data conversion has started; please watch for updates on the listserv.

Student specific permissions must be entered by hand - make sure that each college office has trained staff.

**Academic Probation/Dismissal** - We now have only two probation/dismissal levels - P2 and P3. (P1 has been dropped, however, PSoft has other academic standing indicators not tied to probation/dismissal available for college use.) Under the new system, the Registrar's office will remove old P service indicators when a student is officially discontinued by a college. Until that time, the student can not register in any unit. If a student wants to take courses in UC, the college may block resignation by keeping the service indicator on, or may allow registration by discontinuing the student (i.e. the student will no longer be in that college).

**Readmission** - Starting spring 2000, non-graduated students, who do not register, will get a notice about being discontinued sent to them. (This notice is being drafted.) If these students do not register the next term, they will be discontinued. To register again, these students must be readmitted. The readmission process involves a form (draft distributed by Vickie Roberts) filled out by the student, approved by the college, and processed by the Admissions office (to add any NHS work and to check for residency changes.)

Students who have an approved leave of absence on file will be automatically readmitted into the same program. (A universal leave of absence form is being developed.)

**APAS/DARS update** - APAS/DARS will be staying on the mainframe for the time being so hold on to your secure IDs to access academic progress reports. Old articulated courses will also stay as quarter credits until we complete a fix. The PSoft - DARS interface will not come up until late October or

November; so fall courses may not be on the progress reports at the time spring registration starts.

**Petition Form** - Vickie Roberts distributed an updated draft petition form and asked for suggestions to improve it. Suggestions included adding email address, decreasing student reason space and increasing college committee space, modifying name and address space to fit in a window envelope.

**Spring Queue** - Mary Koskan distributed the Spring 2000 queue. The queue has been extended because of WEB registration concurrent user limits. Currently only 240 students can be signed on at once. This will be increased to 400. Also, speeding up the authentication process is in the works.

Colleges are encouraged not to have orientation/registration the day before classes start because of access demand.

**Cancel-Add / Late fees** - We have run into a number of issues because of non-standard calendars. In particular the seven-week classes, using a potpourri of different seven week schedules, are a problem. These issues include certifying student status, determining refund amounts and dates, and determining cancel / add dates. A set of cancel-add and refund amount dates for all seven-week classes will be chosen based on consultation with the major users of seven-week schedule (CSOM, MN English Ctr).

The late cancel and add fees were not assessed for fall 99. (Note: These fees will not be assessed for spring ether.)

**Seven-week Class issue** - Sue Van Voorhis distributed a set of issues. These included the seven-week class problems such as the lack of PeopleSoft class lists for late starting classes and the difficulty of calculating refunds. Also, Degree posting will not take place mid term. Graduation dates for someone completing a course during the term are at the end of the term.

**Web issues** - We have the ongoing problem of keeping up with the changing web and posting the changing information on to the web. Please let Valerie Meyer DeJong ([v-dejo@tc.umn.edu](mailto:v-dejo@tc.umn.edu)) know if you find misinformation on OTR related web pages.

**Change of College dates** - Vickie Roberts distributed a set of proposed change of college deadline dates. Because of the difficulty of changing a student's record after registration, OTR would like these moved up so that the student does the original registration in the new college. PSoft posts a lot of internal tracking information to the student's record at the time of registration. Changing the students program does not change this tracking info. It must be individually reset screen by screen - and we don't know what all the information and screens are yet. Several colleges endorsed having the same dates for internal transfer and NAS.

**Conversion/Dual Entry** - With the upgrade to PSoft version 7.5, the student records interface to the old student data base ceased functioning. Thus, until the conversion of historic data from the old sdb to PSoft is complete, there will be need for some dual entry. Vickie Roberts distributed Post-Upgrade Dual Entry information. (Copy attached as a Word97 document).