

## **Meeting Minutes: November 1, 1999**

**Present:** Debra Basarich, Pat Bathke, Kelly Brooks, Reed Carpenter, Laurel Carroll, Christen Christopherson, Pam Cook, Chuck Dahl, Anne Daly, Shelly Diers, Julie Ann Edin, Carol Francis, Gail Fraser, Bill Ganzlin, Kit Gordon, Paul Hesterman, Susan Hunter Weir, Michelle Koker, Karl Lorenz, Mary Koskan, Cindy Pavlowski, Jude Poseley, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Paula Swanson, Sue Van Voorhis, Amy Winkel, Steve Young

### **Announcements:**

Steve Young has replaced Steve Pearthree as Pharmacy's RAC representative.

Kristeen Anderson has been hired to replace Don Chamberlain in OTR.

**Subpoenas** - The Registrar's Office regularly receives subpoenas and has an established process worked out with the General Counsel's Office for responding that meets legal requirements. However, college or departmental offices also are served subpoenas occasionally. If this should happen, there is only one response - call the U's General Counsel's office. If the server wants an immediate response, say something like "I can not do anything until I have talked to the University Attorney." There are legal requirements as to how we respond to various types of subpoenas.

**Leave of Absence Form** - Vickie Roberts distributed a draft Leave of Absence form and requested input. Yet to come are PSoft training for data input and retrieval, content the letters being sent to students, and lists of recipients by college. (Document sent as a Word97 attachment)

### **System Updates:**

**Service Indicators** - There is some confusion about PSoft service indicators. These are not necessarily registration holds; they are put on by an office to indicate a type of action. A note on the screen outlines the action.

**Certifications** - We are having a problem pulling the appropriate information from PSoft to send to the National Student Loan Clearinghouse. Because the automated exchange is not working properly, we may need to do some individual certification. If enrolled students get a "you must start repayment" letter, refer them to a service center.

The usual credit ranges for undergraduate certification are .01-5.99 credits is less than half time, 6.00-8.99 credits is half time, 9.00-11.99 credits is three-quarter time, and 12.00 or more is full time. There are some courses and some circumstances, however, for which these credit ranges do not apply.

**Hospitalization** - The deadline for adding hospitalization has passed. We are referring students to Boynton. Once hospitalization information has been entered into PSoft, it will roll forward, but it must be individually entered the first time and verified each term. (This information was not transferred from the old system to PSoft.)

**Web changes** - Sue Van Voorhis distributed a list of changes to the web for spring registration.

One of the major web changes is the establishment of faculty and staff one-stop sites. You are encouraged to visit these sites and provide feedback to the web group.

**Interession Classes** - Interession classes are listed with each department's spring classes in the spring schedule. In the paper schedule, for each department that so indicated, the classes will follow the regular classes; if departments did not indicate which were Interession, the classes will be intermingled. The web version has classes merged.

**System Comments** - Sue had asked for comments on the new system. These have been summarized; copies of the summary were distributed. (Document sent as a Word97 attachment)

**System Problems** - If you have problems with the system, call the Customer Assistance Center (CAC) at 4-0555. There are plans to place updated PSoft manuals on the web.

**Major Advisor Reports** - Information Management Systems (Data Warehouse) is working on major advisor reports. As soon as a problem with multiple majors is solved (expected within a week or two), these reports will be available. A note will be sent to the Student 2000 listserv.

**Conversion** - Conversion of old student data to PSoft is not going as fast as anticipated. There are some serious problems with converting UC course work. At this point conversion is proceeding only for those students without the problematic courses. About half of the Morris students have been converted. Similar proportions of Duluth and Crookston students are scheduled for this week. TC should follow shortly.

To have the correct number of credits available for registration status we need to write a program to take the total credits from the old SDB and add these to the PSoft credits. This should be in place by November 8.

Graduation clearance using APAS should be fine provided the interface is finished in December.

RAC members suggested that when we notify students about conversion we be honest - not overly optimistic, and that we ask them to do a before and after check and bring problems to our attention.

**Transcripts** - The modified transcript program is now being tested. We needed to change PSoft so that work from all campuses shows on a single transcript. Printing issues, including college office printing, are also being investigated.

**Registration** - Reminder: the \$10 drop/add fee will not be in effect for spring term.

**Grade entry** - Grades are due in the Registrar's office by January 5. This term we will use a new format - optical mark - read (bubble sheets). Make sure your departments turn grades in on time.

End of term transcripts for colleges wanting them are tentatively scheduled to run the weekend of January 8.

**Section status reports** - The problems associated with these reports are being resolved.

**IVR** - Students have been able to get registration status information and term grades over the phone through the Gopher Student Line. The system vendor is working on a modification so that the IVR system

will work with PSoft. The fix is not here yet and probably will not be available in time for registration.