Meeting Minutes: December 6, 1999

Present: Debra Basarich, Pat Bathke, Kelly Brooks, Reed Carpenter, Laurel Carroll, Pam Cook, Chuck Dahl, Shelly Diers, Julie Ann Edin, Carol Francis, Gail Fraser, Teresa Fruen, Bill Ganzlin, Kit Gordon, Susan Grotevant, Paul Hesterman, Karl Lorenz, Mary Koskan, Sarah Moe, Margo Mueller, Steph Nichols, Cindy Pavlowski, Peggy Phan, 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: This is Chuck Dahl's last RAC meeting. Chuck will be replaced by Tina Falkner. There will be an open house for Chuck on Dec 15.

December Special Event Hours - OTR will have a staff retreat on Dec 21. The Fraser 200 and Coffey 130 Service Centers will remain open but have limited service after 2:00 PM; Williamson and West Bank will be closed.

Leave of Absence/Readmit - The Leave of Absence form is about ready for printing. It will be available from OTR (Deb Henderson).

Procedure: Student gets form from college, completes form, and returns it to college. College approves the leave and, on PeopleSoft, inserts a row - program action 'leave of absence" - and then saves the panel.

(Go/Manage Student records/Track student careers/ Use/ Student program plan) 1. Place cursor in the Effective Date field, and insert a new row. 2. Enter the date that the Leave of Absence becomes effective. 3. Enter, or select, LEAV as the Program Action. 4. Save the panel. When Program Action is changed to Leave of Absence, enrollment eligibility on the Term Activation panel must also be removed To do so: 5. Select Go, Manage Student Records, Manage Academic Records. 6. Select Use, Term Activation. 7. Uncheck the Eligible to Enroll check box for the Leave of Absence term/s. 8. Save the panel.

To return to school, the student completes a re-admission form from admissions office or college office, completes the form, and returns it to college office. College approves the readmission and forwards the original copy to the admission office. College office enters a program action in PS:

(Go/Manage Student records/Track student careers/ Use/ Student program plan) return from Leave of Absence. 1. Place cursor in the Effective Date field, and insert a new row. 2. Enter the date for which the Return from Leave of Absence becomes effective. 3. Enter, or select, the RLOA as the Program Action. 4. Save the panel.

When Program Action is changed to Return from Leave of Absence the student is again Active in the program, and will automatically become eligible to enroll in the return term.

Note: The automatic drop after two terms of non-enrollment is not yet functional. Until this is running, students will be able to registrar after an absence unless the college intervenes by placing a hold/drop action on the record.

Gopher Student Line (IVR) and WEB update - The old phone and web grade access systems are no longer available. Progress is being made on phone grade access via PeopleSoft but it is not yet complete. Progress on web grade access is on schedule. When these are implemented, historical grade information

will be available only for students who have been converted to PSoft, fall grades will be available for all fall students.

PSoft update:

..Conversion - Conversion has been going slowly. The conversion program must be rewritten to handle students who have been in UC and students who have been in departmental masters programs.

Conversion has started for students here in 98 and 99 who did not attend UC or dept masters programs. Approximately 13,000 UMC, UMD and UMM students, here from 93 through 97, will be converted this week.

Contingency planning is underway for handling transcripts, degree clearance and end of term processes.

..Transcripts - Transcripts are scheduled to go into production on December 17. OTR will slowly roll out the transcript reports. For non-converted students, we will use a combination of the new transcript, study lists and the old student data base transcript. Once OTR is confident the transcript is accurate, it will be available for those areas that currently have access. Training will be in January.

College transcripts will be run right after the Jan 8 grade run and distributed as usual; OTR will run both PSoft and SDB transcripts to assist in end of term processing.

..Performance - Performance is a problem at almost all PSoft schools. The list of problem areas includes: web connectivity, basic PSoft program inefficiency, and slow running of batch jobs. We have added additional hardware and have done some programming changes. Future changes to improve performance could include changing business processes, such as lengthening the queue, and rewriting more programming code. Both short and long term fixes are being looked at by a team at OIT.

Probation - The subcommittee is still working on ways to deal with probation issues. A probation report is now in testing and will be available soon. OIT/IMS will work with college offices to create special progress reports.

Refunds, Cancel/Adds - Mary Kosan distributed a draft summer session refund schedule. Summer refunds are difficult to administer because of the bountiful array of course calendars. Representatives from CLA, UC, and Education will work with Mary on the schedule.

Maximum Credits - RAC recommended that the maximum number of credits undergrads can take without college approval be set at 15 for the summer. The graduate school will keep the number at 18 for all terms. This recommendation will be brought to CUD.

Tuition will be banded for the summer using the same schedules as for spring.

Grades - Reminder that grades are due in OTR by January 5 and grades will be added to the PSoft system on or about Jan 8. The new grade sheets are set up for optical scanning (mark the bubble).

UC credit courses are now fully in the system. I grades for undergraduate UC classes will lapse to F following the same guidelines as for students from the other colleges. The U senate policy on I grades is quoted below.

Intersession - There will be a graduation after Intersession. Degrees will be backdated to the end of spring. Most colleges would like the degree application deadline date to be the same as spring.

Students may register for Intersession through January 31 in order to qualify for financial aid. Otherwise, students can register through May 23 with no approval required to add or cancel classes.

May 24-25 students will need Instructor approval to add;

May 26-31 - Instructor approval and college scholastic committee approval to add; and

June 1-9 - College scholastic committee approval to cancel, instructor approval and college scholastic committee approval to add.

Course type designators - Honors and Writing intensive courses will be noted with a letter following the course number. H for honors courses (no change), W for writing intensive courses, and V for writing intensive honors classes.

(e.g. Math 1357V would be an honors course that was also writing intensive.)

APAS/DARS - The PSoft-DARS interface is scheduled for implementation December 17. On-line APAS should continue to run as it has, getting only information through IISS 1999 from the legacy system.. APAS will be fully functional in batch for converted students by the end of December. Non-converted students will only be able to get a report from the legacy system.

As of Dec 30th at 12:00 p.m. IMS update on the legacy system will be disabled. There are Y2K issues with update. There should not be a problem with accessing the data for display purposes only. Sceens that you currently have will be available for display only for at least a month, possibly longer. At that time the menu options will be reduced to the Student Information Screens 01/ 1-5, the transcript screens 25/27 and that APAS screens 31 - 35. You will still be able to update the APAS screens.

Reporting update - Information Management Systems (OIT/IMS) will have a new server for faster response times. They also have posted 12 years of enrollment statistics (through fall 98.) Although fall 99 data still needs work, some of it will be posted soon. The major advising report is in testing and should be available soon. OTM/IMS is working on a needs assessment for professional schools; check it out at web site www.psp.umn.edu/.

U senate policy. For full grading policy see: http://www1.umn.edu/usenate/policies/gradingpolicy.html

"There shall be a temporary symbol I, incomplete, awarded to indicate that the work of the course has not been completed.

The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

For graduate and professional students, an I is to remain on the transcript until changed by the instructor or department.. For all other students, work to make up an I must be submitted within one year of the last

day of final examinations of the term in which the I was given; if not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course.1

When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor.2 The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.3

1 If an I changes automatically to an F or an N, the instructor has the discretion to reinstate the I for another year.

2 An I will be converted automatically to an F or an N even if a student graduates: if a student receives an I in a course, but he or she graduates (that is, has enough credits without the course in which the I was received) before the year has run, and the student does not make up the work, the I will convert to an F or an N after the degree has been granted.

3 This may mean that there would be, temporarily, an F or an N on the transcript: if the student waits until the last week or so to turn in the work required to make up the I, and the instructor uses all or nearly all of the four weeks allowed to grade the work, the one-year period will lapse and the I will be changed to an F, until the instructor changes the grade."