

[In these minutes: 1. Registration system, 2. Registration Fees, 3. Student Development Activities, 4. Parking, 5. 1999-00 Agenda Items]

## **STUDENT AFFAIRS COMMITTEE (SCSA)**

### **MINUTES**

**WEDNESDAY, SEPTEMBER 15, 1999**

**2:30 - 4:00**

**229 NOLTE CENTER**

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate or Twin Cities Campus Assembly; none of the comments, conclusions, or actions reported in these minutes represent the view or, nor are they binding on the Senate or Assembly, the Administration, or the Board of Regents.]

**PRESENT:** Jesse Berglund (chair), Jane Canney, Ted Labuza, David Lenander.

**REGRETS:** John Romano.

**ABSENT:** Maren Mahowald, Diane Wartchow.

**GUESTS:** McKinley Boston, Edward Ehlinger, Michael Handberg, Sue Van Voorhis.

### **1. REGISTRATION SYSTEM**

Sue Van Voorhis, the University Registrar, reported that registration was progressing better than anticipated considering that the new PeopleSoft system was being used and the University switched to semesters at the same time. The most important factor was that students were being extremely cooperative and patient when having problems registering or waiting in line at Fraser Hall.

She said that this is a learning process for everyone involved because of the new system being used. Therefore, problem solving has take a bit longer, but will improve as people become more comfortable with the system.

Currently, web developers are working on data access errors that students reported when trying to register. Staff have also been on site to see errors first hand. All problems have been prioritized so that the worst ones will be solved before the next registration period starts in November. By this time, students entire records will also have been converted to PeopleSoft. This will present another challenge since there is no way to test all the data being transferred so are going to be some problems with the converted data. Therefore, she is asking for students to have patience with the system for one more registration period. After that, most problems will be solved.

Another piece to November registration is that with all campuses on a uniform calendar, all four campuses will be registering at the same time. Therefore, the number of users to the system will be increased from 200 to 400 before November registration. This will still not be enough access for all the campuses, but if more users are added then the system will become too slow.

Next year, orientation will be completed before classes start and Duluth, Twin Cities, and University College students will not be put into the same registration period, since this is too much for the system to handle.

Web use has been tracked to show that for the week before classes and the first week of classes, there was a constant number of users on the system from 8 a.m. to 11 p.m., with 2 - 4 p.m. being the worst time to get into the system. Sue Van Voorhis commented that this was the purpose of web registration, to permit students to register when they have the time, which these statistics reflect.

She then added that the Twin Cities has seen an increase in the number of students registered, instead of lower enrollment numbers reported by many schools who have switched to semesters. She credits half-price tuition, advisors, and advertising as the keys to making this work.

A member commented that the class list with e-mail addresses included is a welcome feature to the new system.

Q: At what point in the registration process is a student actually registered for a class?

A: In the old system, a student had to completely finish registering and print a fee statement before they were registered for classes. In the new system, as soon as a student hits the confirm button, they are registered.

Q: How long does it take a student to register?

A: It takes about 90 seconds to add a class.

Q: What caused the system crashes in early August?

A: A piece of software was upgraded, and that upgrade contained a bug which crashed the system. The web team then downgraded the system which eliminated the crashes.

Q: Is the University the first of its size to implement PeopleSoft?

A: Yes, which is why the University is doing so much problem solving.

Q: Has there been an increased use of web registration?

A: Fraser Hall is still seeing lines because of some problems this semester.

Q: Who is paying for all the problem solving support?

A: This amount is included in the Enterprise Project since this is the first implementation.

## **2. REGISTRATION FEES**

Sue Van Voorhis stated that a few years ago, a Semester 2000 Student Group proposed levying a fee for drop/adds of courses. The purpose was so that class lists would be completed by the first day of class. This original proposed policy implemented a late fee a week before classes started. Recently the policy was revisited and its implementation was changed to not levy a fee until the start of classes.

Currently there are 88,000 drop/adds that occur within the first two weeks of the semester. Many of them are because students want a later recitation time or are holding a class seat for another student. The hope of this policy is to deter this behavior so that faculty receive accurate class lists, room assignments are appropriate to the number of students enrolled, and students do not think that they can start a class after missing the first one or two meetings.

The current policy sets a \$10 fee for classes dropped within the first week. By the second week, only a percentage of the total tuition is refunded so no fee is needed. The \$10 fee for adding starts with the second week of classes.

She concluded that this policy is less strict than other universities that were contacted, since some charge \$75 per change.

Jesse Berglund then read comments for a member who could not attend the meeting. The comments included that this fee is excessive and costly to students who may be forced to change because classes are cancelled, time or instructors are changed, or the course is different from the description in the course guide. In conclusion, student should be able to petition to have these fees waived because of extenuating circumstances and this process should be included as part of the policy.

Sue Van Voorhis responded that there has always been a petition policy in place, but it is not advertised so that every students does not send in a petition that has to be reviewed. For administrative changes, such as cancelled classes, no fee would be implemented. The policy is only meant to mold student behavior.

## **3. OFFICE OF STUDENT DEVELOPMENT AND ATHLETICS ACTIVITIES**

### *FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)*

Jane Canney, the Office of Student Development and Athletics, started by saying that FERPA was recently changed, in response to several alcohol related deaths, to allow institutions to contact parents of students who were violating alcohol polices. The University was immune from these changes until the Minnesota Data Practices Act was also changed in August. Now, institutions can set a policy for parent notification. MNSCU pushed for the change to the Data Practices Act, but then decided, as an institution, not to change its policy. Instead, it will support the effort of each separate institution. Wisconsin has also decided not to change its policy.

Ed Ehlinger, from Boyton Health Service, said that the two extremes are being examined by the Drug and Alcohol Committee to see if a middle ground can be found. A judicial process has to be established in which students are first provided with information and services to help themselves. The real target for this policy would be who continue to violate laws.

The policy will be drafted this fall. Feedback will then be requested from students, faculty, staff, parents, and groups such as this committee. A final version would then go the Regents by early 2000.

Q: Would grades be a reason to contact parents?

A: No. This policy would only deal with law violations, specifically students caught drinking who are under 21 years of age.

Q: Would this policy apply to a 33 year old graduate student?

A: They would not be affected by the drinking age, but it depends if they violated any other University regulations, such as where they are found drinking. This also raises the issue of who is to be contacted: parents, guardians, spouses. Medical laws do permit family to be contacted without permission if a person's safety is in jeopardy.

Q: Did the University support the change to the Data Practices Act? If MNSCU, as a whole, is not changing, why is the University?

A: The University did not lobby to have the Data Practices Act changed. Since it has been changed, the University feel that it has a responsibility to help its students however it can.

Q: Would the policy just cover alcohol violations?

A: No, it would also include disciplinary violations as well. The University will need to walk a thin line since there are things that could be included such as sexually transmitted diseases and pregnancy.

Q: Have other schools implemented this kind of policy? What has been the outcome?

A: Other schools have policies in place, but it too early to know what the outcome will be. The key is for the policy drafters to set aside what they would want for members of their family and think what would work best for all students at the University.

### *SUPPORTING OUR STUDENTS*

Jane Canney said that Support Our Students (S.O.S.) is a new initiative to handle several campus issues that will support the campus community as a whole. The first publication, which was distributed, is a tool for faculty, staff, and students to use to identify certain behaviors along with a list of referrals and contacts. This information will be included on each of the one-stop pages being developed as well as in paper format.

She said that since its inception, it had been suggested that workshops be offered on student issues, the web be utilized, and paper copies be 3-hole punched to promote retention in a binder. She then asked if the committee has any other suggestions.

The committee suggested the following:

- A very important issue for faculty to be aware of, especially in regards to graduate students who are one of the largest student group who suffer from depression.
- Human Resources should include this in their training for faculty and staff.
- A mailing to student supervisors.
- Laminated cards with resources for people to carry with them.

### *LEADERSHIP MINOR*

Lastly, Jane Canney reported that in consultation with the College of Education and Human Development, a 1xxx level and a 3xxx level course were developed to permit students to receive a leadership minor. A 4xxx level course is also being developed which will be a mix of theory and experience so that students who complete the class can receive a certificate of leadership skills.

Q: Would it be possible to offer a two hours workshop during the semester targeted at student leaders?

A: Workshops are currently offered to teach student leaders about human resources and budget, but a leadership workshop might also be a missing piece that could be developed.

Q: How are student leaders notified of these opportunities since many do not have permanent addresses?

A: This is the biggest problem with student organizations. To receive mailings, student organizations must register each year, at which time current information is requested.

## **4. UNIVERSITY PARKING**

Jesse Berglund said that this issue would be discussed with Bob Baker at the October meeting, but if people had questions or comments, they could be forwarded to Becky Hippert ahead of time. A study of University students regarding parking was also distributed for information.

Jane Canney said that she would provide the committee with information that has also been presented to the Board of Regents.

## **5. 1999-00 AGENDA ITEMS**

The committee identified the following items as issues for the committee in 1999-00:

- Classroom Conditions
- Campus use during construction

Jesse Berglund then thanked everyone for attending and adjourned the meeting at 3:35 p.m.

Rebecca Hippert  
University Senate