

## **Meeting Minutes: January 10, 2000**

**Present:** Deb Basarich, Pat Bathke, Larry Bjorklund, Josh Borowicz, Reid Carpenter, Laurel Carroll, Anne Daly, Shelly Diers, Tina Falkner, Steve Fitzgerald, Gail Fraser, Teresa Fruen, Mike Galegher, Kit Gordon, Susan Grotevant, Paul Hesterman, Mary Koskan, Karl Lorenz, Margo Mueller, Farzaneh Nabaviau, Stephaine Nichols, Peggy Phan, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Ben Sharpe, Paula Swanson, Sue Van Voorhis, Amy Winkel, Stephen Young, Sue Hunter-Weir.

**Announcements:** University College has officially changed its name to the College of Continuing Education.

**Classroom Status:** Steve Fitzgerald from OTR introduced the Office of Classroom Management (OCM). The five major areas of interest for this office are: classroom support, planning, scheduling, engineering and audio-visual services. OCM is responsible for all general-purpose classrooms on the Twin Cities campus.

For spring semester, there are currently 21 courses without classrooms. This number is smaller than that for fall. However, the number of "homeless" classes is expected to increase again for Fall Semester. This increase can be attributed to more classes being taught in Fall Semester and more buildings being renovated. The main reasons for classroom shortages are the over abundance of classes offered during the prime hours (9:00 am - 2:00 pm), the continued renovation of campus buildings and instructors requesting unnecessary room accommodations (i.e., instructors over projecting enrollment, so their class is scheduled in a more technologically advanced room). RAC members were encouraged to speak with their faculty regarding this issue. Additionally, thousands of requests for room changes slow the processing of room assignments. Late submissions of room request forms further slow the room assignment process. Courses that are under enrolled were handed out to those present.

### **End of Term Processes:**

**Deans List** - Deans list information should be available by the week of January 18.

**Probation Reports** - Probation reports will be out the week of January 10. They should also be available electronically. These will reflect cumulative GPAs, however it is important to audit this information closely.

**SDB & PeopleSoft Transcripts** - SDB transcripts will be delivered the week of January 10. PeopleSoft transcripts are unstable and due to the amount of information are challenging to print. The PeopleSoft transcript will look different.

**Degree Clearance** - A quarter to semester credit conversion table was handed out (quarter hours X 2/3 = semester hours; example: 18 quarter hours = 12 semester hours). A GPA calculation procedure was also handed out. APAS reports are available with information through Summer Session II 1999. Fall 1999 and Spring 2000 reports are in testing and will not be available for fall clearance. There is a problem in PeopleSoft related to degree clearance for students who have declared, but not completed the requirements for a minor or a second major. Currently when posting the degree, the system will automatically post both degrees due to the shared career number. Three possible solutions to this problem were posed.

The following is a summary of the GPA calculation procedure. A student with 4 credits of grade C, 4 credits of grade D, and 4 credits of grade F would have a total of 12 taken (attempted), and 8 passes (successfully completed). The GPA would be calculated as follows:

Grade of C (4 credits X 2.000 = 8.000 grade points)

Grade of D (4 credits X 1.000 = 4.000 grade points)

Grade of F (4 credits X 0.000 = 0.000 grade points)

Total grade points 12.000 divided by 12.000 credits = 1.000 GPA.

During conversion, the 0998 summary term is built to convert quarter credits to semester values, and to carry over those credits into a cumulative GPA from Fall 1999 onward. GPA credits, Grade Points and any additional credits that apply to the student (transfer, test, other) are also converted in the 0998 term. The 0998 term has a class for each type of grade the student would have earned during quarters (e.g., 6.67 credits of 'A', 2.67 credits of 'B', etc.) which allows the system to calculate a GPA based on previously earned grades. Transfer work is shown in the 'Transfer' column on the PeopleSoft panel, along with columns for Test (special exam) and other credit (credit earned at another transcript level and transferred toward the student's current level), which are included in total credits, but not in the GPA calculations.

### **GPA calculations for students who are not yet converted**

Most students had a 0998 (i.e., Quarter to Semester conversion term) term activation created in January 1999, and their GPA credits and grade points will be applied to that term. Students who do not have a 0998 term (for whatever reason it was not created back in the initial conversion) will have the grade points and credits put into the **transfer** GPA part of their 0999 (i.e., Fall 1999) term. This will appear a little unusual in that the student will show transfer credits higher than they might really have or where they normally might have none. This is temporary, and will only be there until the student is fully converted. At that point, these transfer GPA credits will be removed. In both cases, testing has confirmed that these values will be replaced by real values when the student is converted.

The reporting database had three credit values used to populate PeopleSoft fields: total degree credits, GPA credits and grade points. All of these values since they were based on quarters, were multiplied by .6667 to gain semester equivalents.

1. Non-converted students with a 0998 term:
2. Total GPA credits were put into the 'Taken Towards GPA' column. Total Grade points were put into the 'Grd Points Toward GPA' column. The total degree credits were used to calculate the 'Taken No GPA' column, subtracting the GPA credits the student can use toward their degree (includes grades like 'S' along with any transfer credits, but does not include any in-progress grades like 'I'). This 'No GPA' value is automatically added to the GPA credits to calculate the term total and grad total values. In most cases, the 'Passed Towards GPA' column equals the Taken value, but only if the student did not have any 'F' grades. Otherwise, the passed value could be lower than the taken. The taken value is the one used to calculate the GPA, by the formula:

Grade points (Grd Points) divided by Taken Towards GPA credits = GPA

For the student in the example above, the 12 GPA credits X .6667 would come out to 8.0004 rounded to 8.000 and the grade points would also be 8.000. The number of passed toward GPA

credits would be 5.334.

3. Non-converted Students with no 0998 term:

The GPA credits and Grade points applied to the 0999 term in the students transfer fields. It is an unused portion of the student record, since we do not normally calculate the GPA to include transfer coursework. This will only be used until conversion can occur, and the real history of grades for the student is entered.

**Degree Posting:** OTR will not be able to post degrees for any student who's historical coursework has not been converted in to PeopleSoft. Students will be given official letters from OTR upon request. Students can call the main office or come into any of the Student Services Centers to obtain this letter.

**Grades:** OTR only received 82.6% of the UMTC grade reports. As a result of this low return rate, OTR will be returning to the old grade submission deadline of 72 hours after the last final exam. This date for fall 2000 will be December 28, 2000. Scanning of grade sheets went well. Data Warehouse is currently working on creating a report that will allow approved individuals access to view class lists with grades. They are also creating a report that will allow approved individuals access to view students term grades and cumulative GPA by academic plan, student group or individual id number.

**IUT Deadlines:** Starting Fall Semester 2000 the IUT and transfer deadlines will be different. IUTs must be in by October 1 in order to allow enough processing time before Spring semester registration begins. OTR will work with the Office of Admissions to change the non-IUT transfer deadline to October 1 for future years.

**Queue:** Queue times will remain the same. According to a University policy, all students hold 60 or more credits that have not declared a major by Fall Semester 2000 will automatically have a hold placed on their record. Several colleges noted a concern that they already have processes in place to examine this and would like to be excluded from this procedure. A committee comprised of RAC members will examine this issue and bring their recommendations to SCEP for possible amendment to this policy.

**Leave of Absence Form:** The Leave of Absence Form is completed and at the printers. 1,000 copies have been ordered from the printer. Forms can be ordered through Deb Henderson in the Office of the Registrar. Her phone number is 612/625-9019. The readmission form can be acquired through the Office of Admissions.

**Inactive Status:** After a student is not enrolled for two consecutive semesters they are automatically placed on inactive status. Students will receive a letter at the beginning of the second semester informing them of their inactive status and that they should obtain a leave of absence form from their college [or they may need a readmission form from the Office of Admissions].

**PeopleSoft Updates:**

**Conversion -** The next student group to be converted to PeopleSoft is Twin Cities undergraduates 1993-98 without CCE coursework. Approximately 25,000 students are in this group. Conversion will begin January 12, 2000.

**Dropping a course -** Students who were registered for anything other than a 001 course (any course with a meeting time other than the full semester length), were not able to drop the course. OTR is working on

this issue.

**Transcripts** - Running one transcript is taking on average 9 minutes. OTR will slowly roll out this process to the colleges.

**Upgrade** - We are scheduled for a PeopleSoft upgrade on February 21, 2000.

**Performance** - Performance continues to be a problem at almost all PeopleSoft schools. The University has hired Andersen Consulting to complete a three-week assessment of the University's PeopleSoft/Web systems. This will include an examination of the technical infrastructure and work processes.

**Contingency** - Student Database and PeopleSoft transcripts for current students will be run for colleges requesting them. A few colleges did not need transcripts.

**Limiting Sessions** - Over 150 session codes were set up for each term in the 1999-2000 academic year in anticipation of special length courses. The session codes were set up in hopes that each session would have its own refund schedule, appointment times, W grade posting, cancel/add requirements (approvals), and late registration fees. This did not happen. Therefore, creating so many sessions has no benefit because only a few of the sessions are actually set up differently from the regular session. It was suggested that for Fall Semester 2000, OTR only create special sessions for the following circumstances:

- 15 week session for fall and spring (8 and 10 weeks for summer session)
- 1<sup>st</sup> 7 week session for fall and spring (1<sup>st</sup> 4 weeks for summer session)
- 2<sup>nd</sup> 7 week session for fall and spring (2<sup>nd</sup> 4 weeks for summer session)
- Intersession for spring
- Sessions for classes with start/end dates outside the regular start/end dates
- UC sessions that waives the late registration fee
- Distance Education extended term sessions

**Data Warehouse update:** Data Warehouse previewed a report they have created that displays a student's term course history, grades earned, term GPA and cumulative GPA. OTR has requested that this report be accessible by individual id number, academic plan and student group. Also, OTR has requested that both negative and positive service indicators be added to the report. This report will be available January 12 and can be found at <http://www.umreports>.