

Meeting Minutes: May 1, 2000

Present: Teresa Baultrippe, Deb Basarich, Pat Bathke, Larry Bjorklund, Reed Carpenter, Laurel Carroll, Christen Christopherson, Anne Daly, Shelly Diers, Tina Falkner, Carol Francis, Gail Fraser, Mike Galegher, Bill Ganzlin, Kit Gordon, Susan Grotevant, Paul Hesterman, Michelle Koker, Mary Koskan, Andrew La Chapelle, Karl Lorenz, Rick Marsden, Margo Mueller, Stephaine Nichols, Cindy Pavlowski, Sue Peterson, Jude Poseley, Lonna Riedinger, Jan Reifseck, Vickie Roberts, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Sue Van Voorhis, Amy Winkel, Stephen Young.

Review Minutes from April Meeting: There were no changes to the April minutes.

Announcements: Mary Koskan announced that the 99PRD form has been updated on the web. This is the Request for Graduate Credit (for Non-Degree Seeking Students).

Intersession Update: The intersession subcommittee met on April 13. Group discussion was both pro and con for moving intersession to summer. Craig Swan presented the issue at the Council of Undergraduate Deans and their discussion went both ways as well. After Financial Aid shares their recommendations, Craig Swan will provide the lead for the project. After all of the pertinent information and opinions have been gathered, central administration will make a decision as to whether intersession will remain connected to spring term or be connected to summer. Although moving intersession does not have a direct impact on OTR processes, it is important that the decision be made as soon as possible since course turn around documents for and intersession are due this week (May 8-12) from the departments. Please share your college's reactions or recommendations with Sue Van Voorhis.

A RAC member wondered why grades are posted twice during the summer? Sue Van Voorhis stated that there are fewer grades (since fewer courses are offered) and they can be entered manually.

Another RAC member voiced concern over intersession billing. Students in this college were informed that with intersession being tied to spring term, their credits during intersession were essentially free. Sue Van Voorhis noted that several colleges misinterpreted the meaning of connecting intersession to spring. She clarified that intersession is a completely separate billing cycle, and is not part of spring billing.

Business Processes for Degree Application (2nd Major, Minor or Degree in a 2nd College): The RAC subcommittee met to discuss the business processes for degrees/majors/minors in colleges other than the home college. The proposed procedures for this issue are as follows:

- Students who wish to complete second majors, minors or degrees will first be advised by their home college or a cover sheet (available via the web, service centers or college offices) that they should call or visit the undergraduate college office housing the area in which they wish to pursue a second major, minor or degree.
- Once the appropriate forms are completed and submitted, the college office housing the second major, minor or degree will enter the student information (provided access to all undergraduate students can be granted to the colleges).
- When a student is nearing graduation and completes the application for degree, they will be asked to declare all majors or minors AND if they are completing two separate degrees (e.g., a BA and BS) they must complete two application for degree forms.
- The application for degree forms are turned into OTR and OTR will photocopy the form and send

one copy to the student's home college and the other one to the second major, minor or degree college. Each college will be responsible for clearing the students who have completed a second major, minor or degree in their college (e.g., a student who has a first major in CHE and a second major in CLA will be cleared by CHE and CLA, respectively).

The question was raised as to whether these procedures will address students who are concurrently registered in a professional program and an undergraduate program (e.g., dentistry and biology). The currently proposed procedures do not address this issue. The procedures will be reexamined as how best to deal with this issue. Much of the problem is that the PeopleSoft system has difficulty dealing with a student being in two careers (since there are two different tuition rates, for example).

Discussion of Registration: All in all, registration feedback was positive. However, a few problem areas were noted.

First, there was a problem with the backbridge not picking up transfer students' credits. These students queue times were inaccurate due to this issue. This issue has been fixed.

Second, if students had been non-degree seeking in the spring and have been admitted to a program for fall, recent conversion of CCE students has reissued these students as non-degree. If these students wished to change their registration after conversion, PeopleSoft read them as non-degree and would not allow them to register. This problem did not affect very many students, and will be fixed once the last of the current students with CCE credits are converted and the data is cleaned up.

There were problems with spring semester term activation. This has been fixed.

One member of RAC and one member of OTR shared that on two separate occasions a student could not be registered for a class even though everything appeared to be fine in PeopleSoft.

One RAC member shared that their college staff had gotten the "Save Edit Error" on several occasions. Sue Van Voorhis shared a new patch that had been installed resulted in a break further down. This problem was fixed by the end of the third day of registration.

Mary Koskan shared that fax and mail registration is going well. Turn-around for most registrations is taking a day or less.

Conversion: Please see the PeopleSoft update.

PeopleSoft Update: The April 28 implementation point appears to have been successful.

Registration - Registration has started for all of the University's campuses and appears to be going very well compared to last year and last fall.

Web - "Whistler City" has been implemented. We have the capacity of 582 concurrent users accessing the system. This is a huge feat for the web development team. In the last week of April, it was reported that the web registration system processed 15,000 add/drops, and that 74% of these requests were processed in less than 5 seconds and 97% were processed in less than 10 seconds. Jim Hall and company deserve a round of applause.

Grades - Developers are writing the programs for the spring, intersession and summer grading processes.

We are running into a few problems and unfortunately missed the April 14 deadline for Crookston grade reports. These were delivered on Tuesday, April 18.

IVR - IVR is up and running for grade access. The queue and hold (service indicator) piece went live on April 17. IVR will only indicate service indicators that have an impact on student's registration.

One RAC member wondered about bracketing of repeated coursework. Currently this process must be done manually. The University Senate voted on the repeat course policy in April. The Senate policy now reads: "A student may repeat a course once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. The preceding sentence of this policy shall not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the college". The policy does not address what happens if a student repeats a core course and receives a C- (students are not allowed to have C-'s in their major core courses). From a PeopleSoft perspective, it will be impossible to automatically disallow a student from repeating a course several times. OTR is further examining how to implement this policy.

OTR has caught-up with entering past term grades.

Conversion - The first week in April the Office of the Registrar converted the first 20,000 of 90,000 complex student records. This process included 620,000 courses and included all students who were eligible for financial aid. The many thousands of errors that resulted from conversion of this group have been corrected.

The week of April 17, another 19,042 records were converted. This process included 740,000 courses. The second wave of conversion included: current undergraduate students records back to fall 1998; active graduate student's academic history dating back to fall 1999; and any student who had submitted a degree application for spring 2000. The week of May 1, an additional 4,000 students with CCE records will be converted. Resultant clean up continues from this last run and should be completed in time for degree clearance processing.

One RAC member asked when the "conversion" flag will be removed from students' records. When students have been fully converted a "complete" flag will be added. Some students and staff are confused as to whether or not the "conversion" flag affects registration eligibility. These flags DO NOT affect student's ability to register. OTR is working with the Web Development Team to change the service indicator portion of View Holds to only display service indicators that have an impact on registration eligibility.

Over the next six weeks, an additional 30,000 - 50,000 student records will be converted into PeopleSoft. This will include current graduate students back to 1981.

Transcripts - The PeopleSoft transcript has been rewritten into an SQR to facilitate printing. Official transcripts will continue to be printed with a landscape orientation, until mid-May. End-of-term transcripts are scheduled to be produced and delivered the week of May 22. In late-May, transcripts will be transitioned into printing with a portrait orientation. Once the system is stable, it will be rolled out to the colleges and departments in late-June.

Web Priorities - 1) Phase II: Registration evaluation - July; 2) Advising information via the web - no

date; 3) Grade entry via the web - no date; 4) APAS/DARS - no date.

Student Financials - The third bill for students will be mailed the week of May 1. We are still having difficulty issuing correct bills due to the lack of functionality in PeopleSoft. Graduate students with tuition waivers post the major problem for billing. OTR staff have cleaned up over 10,000 students to assist in the accuracy problem.

Reporting - Student Records staff and Data Warehouse staff continue to work together to make several of the reports available via the web. The PeopleSoft strategy is now to use a data warehouse environment instead of attempting to produce the reports in production. Obviously the University is way ahead of schedule with regards to this issue.

Both IMS and Student Records staff are compiling a list of requested reports. Input and requests will be gathered from all campuses. Currently, the IMS staff continues to work on shifting the PeopleSoft reports to the data warehouse. The data warehouse website is located at <<http://www.umreports>>.

Data Clean up - Staff continue to work on data clean up, training issues and resolving students' problems from fall and spring term. OTR has mandated staff overtime to clean up errors so bills could be sent out.

SPEEDE - Phase I is scheduled for June 2000. Phase I is the sending of the transcript to Universities that are EDI recipient ready. The University of Minnesota will be one of the first institutions in the state with this capability. This project is on target.

Paperless Financial Aid Office - The project with the Feds and the University has begun. There was an initial meeting in late-April to start the process for signing promissory notes online for spring 2001.

Implementation Point - The April 28th implementation point went well. Several fixes for all areas moved into production. Two large patches for Student Records and Student Financials will move into production to help with billing problems. RegsII had some fixes applied as well.

HR Payroll: is on track for the June implementation. **PLEASE NOTE:** the new dates that the system will most likely be unavailable are June 1, 2 and 3 not June 8 and 9. Additional dates that the system will be unavailable are as follows: June 10; June 24 and 25; and July 15 and 16. Jude Poseley will be circulating updated information on the HR Payroll implementation to help alleviate some staff fears.

End of Term Processing:

Spring Semester 2000

April 24, 2000 Grade rosters produced

May 8, 2000 Grade rosters distributed to colleges

May 15, 2000 Conversion data clean up complete for spring degree candidates

May 18, 2000 Grades due to OTR

May 22, 2000 Grades available to students via IVR

May 22-26, 2000 End of term transcripts produced and delivered to college offices

May 22-26, 2000 Probation report produced via WEB

May 31, 2000 Late grade posting to PeopleSoft

June 3, 2000 Dean's list posted

June 12, 2000 Lack notice due to OTR

June 16, 2000 Clearances due from college offices for degree

Posting

June 19, 2000 OTR begins posting degrees

June 26, 2000 Degree posing completed

June 26, 2000 Degree applications due for diploma order/official lists

Intersession 2000

May 16, 2000 Grade rosters produced

June 3, 2000 Grade rosters distributed to colleges

June 14, 2000 Grades due to OTR

June 19, 2000 Grades available to students via IVR

July 7, 2000 Clearances due from college offices for degree

Posting

July 10, 2000 OTR begins posting degrees

July 17, 2000 Degree posting completed

July 17, 2000 Degree applications due for diploma order/official lists

If requested, colleges will receive end-of-term batch transcripts. Several RAC members mentioned a concern over the quick turnaround time between the end-of-term transcripts and degree clearance dates. Unfortunately, this timeframe cannot be lengthened.

APAS Update: The Student Records Display Screen 01/3 used to view student's transfer work has been changed to verify student's demographic data against PeopleSoft instead of the Student Data Base. This makes it possible to now view transfer information for all students on Student Academic Records Option 04, screen 01/3, Previous College Course Information.

APAS Exception screens 32 (A-I) programs also need to be updated to get demographic data from PeopleSoft instead of the Student Data Base. This will allow users to add APAS exceptions to all student's records. Anticipated date of completion of these screens is the end of May.

OTR has been running APAS reports for colleges and departments in "test" batch. Reports seem to be running fairly smoothly, except for a few system glitches that we are working on and a few programming problems that we are fixing as they are being reported to us.

We are currently working with programmers on the on-line version of APAS reports and anticipate having this capability by the end of May.

Enrollment Verification Form: Mary Koskan handed out a revised version of the Enrollment Verification form. Colleges were requested to update this form and share any necessary changes with Mary by Friday, May 5.

Issues with Orientation: This issue was tabled until the June RAC meeting.

Summer Meetings: RAC members felt it was beneficial to continue meeting during the summer months. However, there will be no RAC meeting in July. The next meeting is scheduled for June 5.