

## Meeting Minutes: November 6, 2000

**Present:** Kelly Brooks, Jackie Carlson, Leah Clark, Pam Cook, Anne Daly, Shelly Diers, Tina Falkner, Gail Fraser, Teresa Fruen, Bill Ganzlin, Laurie Gardner, Jennifer Koontz, Mary Koskan, Rick Marsden, Margo Mueller, Kathy Newell, Bob Nelson, Cindy Pavlowski, Peggy Phan, Jan Reifseck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Ben Sharpe, Clare Strand, Donna Triebwasser, Terri Tuzinski, Sue Van Voorhis, Anne White, Amy Winkel, Gayle Woodruff.

**PLEASE NOTE: THE FUTURE RAC MEETINGS WILL BEGIN AT 9:30 AM AND END AT 11:00 AM.**

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

**Announcements:** Anne Daly distributed a memo from Jack Johnson regarding Spring term registration procedures for non-admitted students. It read:

The following dates and procedures apply to registration for non-admitted students in spring term 2001 credit classes. These procedures are similar to those followed last spring when registration began for fall term 2000.

1. CCE will continue to ask colleges to reserve some seats in evening classes for non-admitted students.
2. A three-week enrollment rotation (queue) will be available for admitted students only.
3. Open enrollment for both admitted and non-admitted students will begin immediately after the rotation.
4. During the first two weeks of open enrollment, only non-admitted students will have access to the seats reserved for them. After two weeks, all remaining seats will be open to all registrants on a first come, first served basis.

Specifically, these dates will apply to Spring semester 2001:

- Nov. 13-Dec. 18, 2000 Enrollment rotation period (queue) for admitted students.
- Dec. 11-22, 2000 Open enrollment for all students, but seats reserved for non-admitted students may not be taken by admitted students during this period.
- Dec. 27, 2000-Jan. 12, 2001 Open enrollment continues. All seats that remain open, become available for all students.
- Jan. 16, 2001 Spring semester classes begin.

Alice Ross distributed a flyer produced by General College that is being used to alert their students of May session and Summer offerings. If you would like a copy of this flyer, please contact Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu).

Mary Koskan asked if any of the colleges were receiving or using the section status reports or enrollment reports. OTR would like to discontinue the reports for Spring and Summer 2000 and would like to

discontinue the report for Fall 2000 in the very near future. No one objected to this procedure.

Vickie Roberts announced that OTR is revising the "Request for Special Examination" form. Currently the form informs students to go to 150 Williamson, and the new form will direct students to go to any of the Student Services Centers (130 Coffey Hall; 200 Fraser Hall; or 130 West Bank Skyway). If colleges or departments want additional changes, please contact Vickie Roberts at [v-robe1@umn.edu](mailto:v-robe1@umn.edu).

Sue Van Voorhis announced that the Dean's list report (available through the Data Warehouse) is now interactive. When the Dean's list memo is update in PeopleSoft, after the initial reporting, the Data Warehouse report will pull this information from PeopleSoft to update the report.

Sue Van Voorhis also asked RAC to vote on the PeopleSoft message that appears when a student attempts to drop below an assigned credit level via the web. Currently the web message reads: "Dropping this class would put you below the minimum number of credits required for this term. If possible add another class before dropping this one, otherwise please see your college office." The suggested language reads: "Dropping this class would put you below the minimum number of credits this term required for student athletes, all students at UM Morris and certain international students." RAC agreed to the new wording. The wording change will be effective January 15, 2001. Clare Strand from the Morris campus shared that their campus was examining repealing this policy.

Tina Falkner updated RAC on the status of the Advising piece in Portfolio. The group is meeting regularly. More advisers are needed to participate. The group is exploring changing the name of this tool. If you are interested in participating in this group, please contact Tina Falkner at 625-1064 or [rovic001@umn.edu](mailto:rovic001@umn.edu).

Intersession is now May session. May session is tied to Summer term for Financial Aid purposes. OTR will work with the Academic Advising Network to advertise this change.

One RAC member asked as to why the turn-around time was so short for the latest scheduling information? Sue Van Voorhis shared that the latest patch supplied by PeopleSoft "blew up" certain reports and made it impossible to get the Course Guide requests out any sooner. In the future, if more time is needed for specific Course Guide descriptions, please contact Nancy Peterson at 625-6089. OTR is exploring the possibility of having Course Guide submission available via the web.

OTR is planning another joint meeting between the advising community and RAC. This will be scheduled for Monday, January 8, 2001. More information including time and location will be forthcoming. CLA shared that they will be unable to attend this meeting due to orientation, and also couldn't attend in December.

**Transcript Issues:** It has been brought to OTR's attention that a the APAS reports and transcripts of few students showed them having different amounts of transfer credit. OTR believes they have corrected this issue. If any additional instances of this issue arise, please contact Margo Mueller at 626-7867 or Donna Triebwasser at 625-3512. Please include the student's ID number.

The honors group coordinated by Judith Wanhala has approved the language to be used on the transcript to indicate that a student has completed freshman and sophomore honors. The memo will read: "Completed Freshman-Sophomore Honors Program". This text will be applied through the Honors and Awards panel in PeopleSoft.

One RAC member brought up the issue of only one major being listed on the transcript while the degree

is in progress. OTR will explore this issue and work on finding a solution.

**Issues List for PeopleSoft:** The issues list that was distributed at the September RAC meeting was revisited. Many of the issues have been resolved. Collegiate staff were again asked to examine the issues listed and to determine if further action/investigation is necessary or if the issue has been resolved. Issue 17aa is being resolved. The bookstores are working on creating a tracking system that will accommodate CCE's needs.

One RAC member asked that an additional issue be added to the list. She has noticed that many "credit by exam" credits are not coming through on the APAS reports. Margo Mueller said that the programmers are currently working on a fix for this problem. Apparently the problem occurs when the credit by exam is not set up as a class. This issue will be added to the PeopleSoft Issues list.

Several of the Academic Health Center (AHC) units would like to have PeopleSoft be able to track personal information such as criminal background and vaccinations. Sue Van Voorhis shared her concern that the PeopleSoft security does not adequately protect against unauthorized use or viewing of this data. It was discussed that if Boynton Health Service was maintaining similar records for vaccinations, it may be possible to share this information between Boynton and the AHC units. OTR will work with the professional schools to recommend a solution. The Data Warehouse said that they would be able to create a report OTR could devise a way to input the information into PeopleSoft.

If, upon reviewing the PeopleSoft Issues List, there are unaccounted for issues, please let Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu) know and she will add them to the document.

**IMS Update:** The Registered Student Roster lists student registered for the selected term and college and replaces the old major/adviser reports. You are prompted to select: Term, Campus, College, and One or more majors or "ALL" majors in the college OR one or more CLA Advising Community Student Groups. Report displays major(s), minors, adviser, term and cum credits, term and cum GPA. You can link directly to "Registered Student Addresses" to see additional information for students on the list. "Honors Subplans Report" (shows just the honors students on the list) and the "Students with Subplans Reports" (shows all students on the list with any subplans) will be added soon as additional links from this report. The Registered Student Roster is available at <http://www.umreports.umn.edu> and requires access to private student data.

IMS inquired as to RAC member's preference for naming terminology in the Data Warehouse reports. Shelly Diers shared that most institutions do not use the PeopleSoft terminology for reporting; rather, they use traditional language (i.e., major, college, minor, student ID, etc.). RAC members wholeheartedly supported using traditional language in the Data Warehouse reports. OTR will work with the Data Warehouse in creating a web-based data dictionary for users.

**Probation Static Report:** OTR inquired as to what date in spring semester is ideal for the late run of probation reports. The late grade run is scheduled for January 3. RAC members agreed that January 4 would be the best date for this, as it allows college staff the most time for probation processing. The coordinate campuses agreed to this date as well.

**Active/In-Active Adviser:** The graduate and professional schools want the official transcript to list all advisers a student has had during their tenure as a student. The RAC group wants only the active advisers listed on the transcript. OTR will explore this possibility.

**Registration:** Morris registration began October 30 and all seems to be working. Sue Van Voorhis asked

the RAC group to bring any comments on Spring 2001 registration to the December RAC meeting.

One RAC member wondered if OTR or the web team were concerned about the stability of the live seat update on the web, with many users accessing it at once. Sue Van Voorhis has shared this concern with the web team, but said they believe it won't be a problem. Mary Koskan shared that if it does seem to be slowing the system down the function can be temporarily disabled and not effect the other aspects of the web registration system.

Mary Koskan distributed a list of the web fixes that went into production on Friday, November 3:

1. New sort of Class Schedule for Summer term (all May session courses are listed before Summer session courses in each subject).
2. In Current Enrollment by Term and Enrollment Summary, the default term will now be the "most future." For example, if a student logs into the system to register on November 13, Spring 2001 will be the default tab. If a student wishes to drop a course for Fall 2000, it is necessary for them to use the Fall 2000 tab.
3. The "Done" button should now return the student to the screen they were on when they entered Whistler. Previously, if a student selected the "Done" button they would be logged out of the system and could even have to shut down their browser. Now, a student can select the "Done" button and will remain logged into the system. After clicking on the "Done" button, the security information screen will appear which says "Warning you have requested an insecure document that was originally designated (the location has been redirected from a secure to an insecure document). The document and any information you send back could be observed by a third party while in transit." The student must click on the "Continue" box and the "Enroll in Courses" menu screen will appear (the log in, log out window is behind the Enroll in Courses screen). This fix will enable student to select other menu options after they have registered and without having to log back into the system.
4. The "Hold Impact" column is now added to the "View Holds" screen that pops up during registration. The previous fix was only to the outside link when a student clicked "View Holds".
5. Course Guide new functionality regarding listing STAFF versus a specific instructor for different sections of the same course. Before the fix, we didn't have the functionality to list the instructor's name for one section of the course and Staff for another section of the course. We now have the functionality to list the names of instructors or STAFF for different sections of a course.

**Student Accounts Receivable Update:** Julie Selander was unable to attend the meeting. However, she said they had little about which to update RAC.

Public Health wanted to commend Julie and Ted Skogman for their work with the department.

There was no notice to graduate assistants regarding their lack of a tuition benefit sent with the bills. This has caused run-around for several students.

**Class Lists for Spring 2001:** There is still considerable confusion about printing class lists. Departments and colleges are encouraged to print their own via the Data Warehouse. However, if a college or department does not wish to do so, or does not have the staff to do so, OTR will still print these lists. The lists will be printed by college and may be picked up in 130 Coffey Hall for colleges on the St. Paul Campus, 130 West Bank Skyway for colleges on the West Bank and in 150 Williamson for colleges on the East Bank. Colleges must pick up all departments for their college and distribute them accordingly. Colleges must contact Lynn Jordan at 624-5729 if they wish to have class lists printed for them.

If departments wish to produce their own class lists, but are uncertain as to how to do so, Amy Winkel from IMS offered training assistance. She can be reached at [a-wink@umn.edu](mailto:a-wink@umn.edu) or 625-2845.

### **PeopleSoft Update:**

#### **Conversion/Data Integrity -**

- Continue to validate last load of 9,400 students.
- Smaller load this round - 1,000 students
- One more fix to the 0998 row and it should move into production after the November point
- Reviewing Mass Enrollment, which will eliminate some of the error correction.
- SQR being developed to clean up extraneous data.
- Conversion completion service indicators - waiting on technical support. The indicators will retain original data, so that we know when the record was converted.
- Hired a new functional staff member starting in November, still looking for another one.
- New technical staff hired.
- All technical consultants are gone.

**Web Update** - Please see the Registration update.

#### **PeopleSoft Future Implementation Points -**

Saturday, December 16<sup>th</sup>

Tentative: Saturday, January 27<sup>th</sup>

Tentative: Saturday, February 24<sup>th</sup> (Primary focus on Financial Aid Reg's II)

#### **Upcoming Fixes to PeopleSoft and DARS -**

There is a long list of upcoming fixes to PeopleSoft and DARS. Please contact Tina Falkner at [rovic001@umn.edu](mailto:rovic001@umn.edu) if you are interested in getting a copy of this list.

### **Training Update:**

#### Follow up from October 2000

- Update of ownership for Service Indicators and Student Groups -

Please submit updates regarding student group and service indicator ownership and status to Terri Tuzinski as soon as possible. These must be submitted in writing, please send them via email to [t-tuzi@umn.edu](mailto:t-tuzi@umn.edu).

- Proposed Operator classes -

Please forward the suggested operator classes for your college to Terri Tuzinski no later than December 31, 2000. These also must be submitted in writing, please send them via email to [t-tuzi@umn.edu](mailto:t-tuzi@umn.edu).

### Transcript Access and Printing

- All staff identified as working in college offices should now have access to print PeopleSoft transcripts.
- Transcript type is MNCRU. This transcript includes all coursework from all career levels and all campuses.
- Please contact the PeopleSoft Help Line at 612/625-2803 if you are having problems printing PeopleSoft transcripts.
- If you do not have access to print PeopleSoft transcripts, please send an e-mail requesting access to Terri Tuzinski at [t-tuzi@umn.edu](mailto:t-tuzi@umn.edu).
- CCO Security Administration staff will begin granting access to print PeopleSoft transcripts to staff identified in departmental offices.

### Mass Enroll/Block Enroll

The latest set of installed PeopleSoft patches delivered a new set of panels for enrolling blocks of students in the same block of courses. The path to set up the block of student information and the block of course information changed. The new paths are:

Go, Manage Student Records, Manage Academic Records, Setup, Block Enrollment Courses

Go, Manage Student Records, Manage Academic Records, Setup, Block Enrollment Students

Go, Manage Student Records, Manage Academic Records, Use, Mass Enrollment (no change)

- 
- Security updates will need to be made before you can use the new panels for setting up the course and student blocks.
- OTR is working with Student Financials to increase the functions of these panels to include direct access to MPIRG/SLC and Hospitalization Insurance. Further testing needs to be done prior to requesting the addition of these functions.

### Changes to Term History Panel

A document titled Update Information: Changes to Term Statistics and Cumulative Statistics Panel was distributed. If you would like a copy of this handout please contact Terri Tuzinski at [t-tuzi@umn.edu](mailto:t-tuzi@umn.edu).

### Enrollment Audit Record

A document titled Enrollment Audit Record was distributed. If you would like a copy of this handout please contact Terri Tuzinski at [t-tuzi@umn.edu](mailto:t-tuzi@umn.edu).

Several additional training sessions for November 2000 have been added. Please send requests for training at [techteam@sossgw.stu.umn.edu](mailto:techteam@sossgw.stu.umn.edu)

**Term End Transcripts:** PeopleSoft batch transcript panels produce inconsistent results at this time. Therefore, OTR must run term end transcripts using a different method. With this method, only 1,000 transcripts can be printed at a time (due to system constraints) and these transcripts can only be run after

regular business hours. It takes approximately 35 minutes for all 1,000 transcripts to be run. To prepare the full 47,000 student transcripts for currently active students at the University (including printing, sorting and delivering) it would take between 3 and 4 weeks. This turn around time is not adequate for college offices to complete probation status and degree clearance. OTR shared with RAC members several other means for accessing the information needed for probation and degree clearance. For Probation OTR suggested using the Probation Report under the Student Records Report section in the Data Warehouse or using the APAS Student Course Report. For degree clearance, the APAS Student Course Report was suggested. It is also possible for colleges to print their own on-line transcripts from PeopleSoft for individual students.

By the end of the term, OTR expects to have a "transcript-like" report available in the Data Warehouse. This report can be printed by emplid, by adviser and/or advising group (i.e., CLA student groups), or by academic plans in a college. Other selection criteria were discussed, such as service indicators, class level (i.e., freshman, sophomore, etc.). These options will be explored. If Cognos is used, it is possible to schedule the transcript job for a specified time during the night and the output would be available in the staff member's "inbox" in the morning.

Printing will be done on local printers, so this may be a concern for colleges with large volumes of output. Also, if too many students (possibly over 1,000) are selected at one time, the printing job may time-out.

The "D" grade report was mentioned also. The medical school would like this report modified by the end of the term to reflect their grading system. They would then use this report instead of transcripts.