

RAC
101 Walter Library
February 2, 2004

Attendance: Gary Andersen, Kristeen Anderson, JoAnn Ash, Theresa Baultrippe, Sheri Beck, Sheryl Bolstad, Paula Brugge, Amy Canero, Laurel Carroll, Pam Cook, Julie Ann Edin, Tina Falkner, Mary Vincent Franco, Teresa Fruen, Sara Georgeson, Christine Gordon, Stacey Grimes, Lucy Hartel, Patsy Kahmann, Char Klarquist, Pam Klopffleisch, Jennifer Koontz, Mary Koskan, Rich Kott, Dave Krueger, Amanda Roll-Kuhne, Denee' Kuykendall, Margo Mueller, Cindy Pavlowski, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Genny Rosing, Fran Schirmers, Ben Sharpe, Sue Van Voorhis, Amy Winkel

Announcements: Amy Winkel announced that the old "Unofficial Academic Record" report has been re-written and enhanced, and is now called the "Academic Record". This report is in production.

For instructors using "My Classes", there is a new index page. The page has some new functionality that will allow instructors to do some enrollment analysis for the classes they have taught starting with fall 1999. Instructors can look at their class data by academic years, terms, or classes. This new index page is also in production.

Vickie Roberts distributed a draft copy of the Leave of Absence form and Degree Clearance forms. If you have suggestions about either form please contact Vickie at v-robel@umn.edu.

Vickie also noted that there currently are no more Request for Record Change forms. New forms will be ordered in the near future. If you need to make a record change before the new forms are available, please send an email to your contact person in the Records office.

Sue Van Voorhis announced that when working with graduate and teaching assistants, it is important to let them know that class permission numbers are not to be abused or used to get themselves into a course.

Kit Gordon announced that CLA students will no longer have to take the Graduation Proficiency Test (GPT) as part of CLA's second language requirement.

In place of the GPT, students must both take and pass (with a grade of C- or better) four semesters of a single second language (if courses are transferred from another institution, they must be at least 4 credits/term); or they can take what is now called the Language Proficiency Exam (LPE) in a designated language, if this exam is available.

CLA is in the process of contacting students from as far back as 1979 who did not graduate because of issues related to the GPT requirement. Note that not all CLA students are required to complete the second language requirement (including those pursuing B.S., B.M., and some B.F.A. degrees).

Sue Van Voorhis announced that the dual degree project will be moving forward with professional schools and the graduate school. Dave Krueger will lead the project with the data integrity group. There will be an update after the issue of how to award student's aid in the system is resolved.

Sue Van Voorhis updated on the minor declaration process that was discussed at the January RAC meeting. The problems with minor declaration with the computer science department were worked out. Vickie Roberts also followed up with CBS and they believe that the problem with the chemistry department has been worked out.

Review of the January minutes: There were no corrections to the January minutes.

Student's emails: Cindy Salyers was unable to attend the meeting; however, she asked that each department examine the amount and types of emails that are being sent to students on behalf of the OTR. Cindy will be presenting handouts on this topic at the March RAC meeting.

SEVIS update: Due to an illness, the SEVIS update was moved to the March RAC meeting.

APAS follow-up: Margo Mueller announced that admissions is looking at the transfer articulation process to clear up the problem of transfer course numbers changing and causing APAS exceptions to no longer work. If you are having problems with this, please send the name of a contact person for Margo to contact to get more information about what is happening in your college. Contact Margo at m-muel@umn.edu.

TRAC reports: Margo Mueller and Paula Brugge distributed a questionnaire to examine how admissions can streamline the transfer credit process and how advisers use the Transfer Record of Articulated Courses (TRAC) reports.

The current practice involves a copy of the TRAC report being sent to the student and then two copies are sent from the Office of Admissions to the college where the student is enrolled, after:

- the transfer student is admitted and transfer courses are processed;
- the freshman is admitted with transfer coursework and transfer courses are processed;
- and the current student has coursework from outside institutions, and submits the transcript to Admissions
- transfer courses are processed and added to the student's academic record.

If you have questions, contact Paula Brugge at brugg005@umn.edu.

Supplemental grades update: Dave Krueger announced that the supplemental grading system will be live on Feb. 9. Testing is taking place this week and it will move to production on Friday. An email will be sent to faculty about the system. The system can be found at <http://www.onestop.umn.edu/registrar/Grades/gradereporting/sgindex.html>.

The approval process has been improved and the "mark worked" option has been eliminated for those who are designated approvers for their department.

Grade changes for classes that were held prior to fall 1999 must be done by paper and submitted to the Office of the Registrar.

Sue Van Voorhis asked if the departments had any feedback or suggestions on helping to communicate the supplemental grades system. A list was passed around for departments to sign.

Waitlist update: Dave Krueger announced that there are various bugs within the waitlist system that are a priority to fix, some of which have been already been resolved. Enhancement requests will wait until after the bugs are done. Waitlist availability will be rolled out for the next semester. If you have questions contact Dave Krueger at krueg055@umn.edu or Terri Tuzinski at t-tuzi@umn.edu.

Canceled students update: Seventy-eight students who owed more than \$500 for fall semester before the beginning of spring semester had their spring registrations canceled. Over 1,700 students were sent notices before the cancellation about paying the amount in full or setting up a payment plan. OSF made a one-time change in the amount that determined cancellation from \$100 to \$500. Billing dates for the 2004-05 academic year will be adjusted so cancellation notices can be sent earlier. If you have questions, contact Kris Wright at wrigh084@umn.edu.

An additional note: Sue Van Voorhis asked if any colleges would be interested in sharing at future RAC meetings what they are working on or developing for informational purposes. The sharing of this information would allow colleges to coordinate and share ideas.