

Meeting Minutes: June 1997

Present: Debra Basarich, Theresa Baultrippe, Steve Carnes, Carol Cline, Elayne Donahue, Gail Fraser, Caroline Gilbert, Chris Gordon, Elizabeth Grundner, Sarah Johnson-Wilson, Mary Koskan, Karl Lorenz, Pamela Marsh-Williams, Don Meyers, Katherine Murphy, Debbie Nelson, Earl Nolting, Katy Olson, Kelly Pearson, Steven Pearthree, Terry Petek, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jan Schlueter, Kim Swanson Linner, Sue Van Voorhis, Phil Wagner, Doris Wiehe

May 5, 1997 minutes approved.

University College Restructuring - Vickie Roberts distributed information on the new organization in University College. UC is now divided into four major units: Instructional Design and Distance Delivery, Marketing and Promotion, Student Support Services, and Program Development and Management - all reporting directly to the UC dean.

Points of initial contact with students will be through UC's Student Support Services (registration and advising). Staff designated as client relationship officers will be drawn from present UC personnel expert in external client relationships. College relationship officers will be drawn from present UC employees and others employed by colleges and some will be joint appointments.

Existing UC departments such as summer session, extension, etc. will no longer exist as independent units..

Early fall registration reports - In the past, hard copy reports profiling enrollment in all courses were sent to academic units at the end of June. Because of their similarity to the section status report now available on the Web at <http://www.umn.edu/tc/courses/secstat-f97/>, these reports will no longer be sent. This spring academic units were requested to view the web to assess need for more sections in heavily subscribed courses and determine book store orders.

PeopleSoft - Sam Lewis indicated there will be no major changes tailoring PeopleSoft to the University as was done with CUFS. Future PeopleSoft upgrades and improvements can be installed later with a minimum of additional programming.

Advising Focus Groups - Three 2 hour focus groups met in late May. Two groups were made up of collegiate staff advisors with the third focus group made up of department and faculty advisors. The three were led by Paul Hesterman who prioritized a list developed last year on what advisors need from Day 1 of the PeopleSoft implementation.

Fall Registration This Summer - Fall quarter 1997 registration will remain open summer of 1997 with the exception of a few days in August when the new fees are loaded. OTR received positive responses from colleges about keeping registration open but it will not be advertised.

Web Team - The Web team will move out of OTR later this year into an enterprise wide status and may be moved to WBOB. The team will work on human resources functions in addition to student services.

Student Record Access Cards -New information cards were distributed at the meeting. Chuck Dahl should be contacted for additional copies. Recent FERPA regulations have brought into question our access policies and regulations. The current Regents policy is general enough to be satisfactory, but some administrative guides need tuning.

Sections Status Reports - OTR announced that it will no longer distribute paper section status reports. Hard copy is outdated by the time it is delivered and the information is available via computer. Committee members indicated that CLA orientation staffs do not have computers to access information. Fall quarter is the most critical for hard copy reports. Sam Lewis indicated a willingness to look at the current system.

RAC on the WEB - RAC committee members requested that 1997-98 RAC notices and minutes be sent electronically. Please see the enclosed memo and list.

MEMO

July 25, 1997

To: Current RAC Mailing Recipients

From: Chuck Dahl

Re: New RAC Mailing Procedures

Starting Fall 1997 RAC meeting notices and minutes will be sent via e-mail, not (campus) surface mail. RAC minutes will also be put on the registrar web site.

(<http://www.umn.edu/registrar/>)

Please check the enclosed list. This is the list of those scheduled to be sent the e-mail agendas and minutes. Please let me know of any additions, deletions or corrections at one of the following:

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