

## Meeting Minutes: April 1998

**Present:** Theresa Baultrippe, Kaye Butler, Chuck Dahl, Gail Fraser, Mike Galegher, Caroline Gilbert, Nancy Gonzalez, Susan Hunter Weir, Aileen Lively, Don Meyers, Katy Olson, Kelly Pearson, Steven Pearthree, Peggy Phan, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jim Rowan, Jan Schlueter, Karen Starry, Judy Swanson, Valerie Tvrdik Anderson, Sue Van Voorhis, Doris Wiehe, Amy Winkel

March 2, 1998 minutes approved.

### Announcements:

Human Ecology will be using semester planning materials with this fall's new students. Several other units have similar plans.

**New federal tax law requirements/opportunities** - Starting January 1998 taxpayers can get credit for tuition paid for students in the first two years of post secondary education (Hope Scholarship). And starting July 1998 taxpayers can get credit for any tuition paid (Lifelong Learning). The IRS has given colleges the responsibility of reporting tuition paid. SAR, SFA, OTR, and Business Services are working on this. Units not using SAR to collect tuition and course fees must be prepared to report to IRS amounts of tuition paid for each individual. For further information contact Beth Nunnally in Business Services or Kaye Butler, Bursar.

**IUT processing in PeopleSoft** - Sue Van Voorhis distributed a process change document. (A revised copy will be e-mailed to RAC members.). In PeopleSoft changing colleges is a matter of changing the college of record. Students no longer have the option of registering in the old or new unit. Students can be active in two or more colleges at a time, but can only be registered in one at a time. To restrict course access to those in particular colleges, the course restriction can be set to any active college or to only primary college.

**PeopleSoft Structure** - In PeopleSoft, both structure and terminology are new. At the first level is something called CAREER. It is a little bit like our current transcript levels (i.e. undergrad/professional/grad). Within careers are PROGRAMS (i.e. colleges at the undergrad level). Then come PLANS (i.e. majors), and SUBPLANS. Many subplans can be attached to a student. We may put things like honors here. For each student there is a 10 character coding schema for plan-xxxx/(major)xxx(subplan)/xx(college)/x(term)

PeopleSoft does not have "tracking flags." It does have several ways of categorizing students for processing. These include:

STUDENT GROUP - (e.g. "allow all students in this group to do x")

SERVICE INDICATORS - (e.g. "put a financial hold on this student")

These "holds" are not associated with a college. There are several ways to deal with college service indicators in PeopleSoft. RAC will discuss this again.

Training will need to be extensive and is now being planned.

**External study exchange agreements** - We need information on special agreements with other places. (e.g. Traveling Scholars, Study Abroad, Warsaw Program, MN-Idaho Forestry exchange.) Please let Sue or Chuck know about any exchange programs you are aware of.

**Financial Aid New program notification** - Notify the Office of Scholarships and Financial Aid (OSFA) of any new academic programs. If your college is planning or developing a new degree or certificate program make sure you bring OSFA into the planning process to ensure that your program will meet the federal requirements for financial aid eligibility. Judy Swanson is an appropriate contact person.

**Semester classroom scheduling** - Semester class information can be entered starting mid May. This needs to be finished by July 17. A web site is being set up for entry.

**CLE info** - CLE information will not be printed in the Fall 1998 Class Schedule. OTR, as part of "Central Administration," had its budget reduced. Mary Koskan is facilitating a group to implement the change. The group will address CLE web programming, print capabilities, notification students and staff. The committee is made up of advisers, CLE committee members and collegiate staff.