

## **Registrar's Advisory Committee**

Monday, October 6, 2014

Walter Library, room 402 (East Bank)

9:30 a.m.-12 p.m.

Prepared by: Kess Knight

**Present:** Chris Abts, Rhonda Bjurlin, Rhonda Bjurlin, Alison Blomster, Danielle Bordeleau, Lori Boucher, Amber Cellotti, Pam Cook, Molly Diethelm, Clare Dingley, Erin Edwards, Marta Fahrenz, Tina Falkner, Bonny Fleming, Carol Francis, Michael Galegher, Kate Gallagher, Laurie Gardner, Jamie Gearhart, Kevin Havard, Constance Hessburg-Odland, Pam Hester, Lisa Hubinger, Barbara Jensen, Jill Johnson, Kess Knight, Jennifer Koontz, Sarah Kussow, Stephanie Lawson, Rachel McKessock, Jessica Medearis, Amanda Miklik, Mary Moga, Katherine Murphy, Nan Nelson, Ingrid Nuttall, Margie O'Neill, Natan Paradise, Cathy Parlin, Cindy Pavlowski, Elizabeth Reel, Katherine Russell, Mary Ellen Shaw, Nicole Snow, Stacey Tidball, Sue Van Voorhis, Laura Walker, Nina Wang, Toni Wheeler, Stefanie Wiesneski, Sarah Woessner, Ellyn Woo

## **Undergraduate education agenda items**

### **Reasons to graduate in 4 years**

Sue Van Voorhis gave an overview of the benefits to graduating in 4 years. A few key points:

- The cumulative cost of attendance increases each additional year
  - 4-years: \$86,504
  - 5-years: \$110,486
  - 6-years: \$135,358
- Additional years in college increases the likelihood of borrowing loans
  - 4-years: 58.2%
  - 5-years: 67.2%
  - 6-years: 71.1%
- The average amount students borrow increases each additional year they're in classes
  - 4-years: \$30,966
  - 5-years: \$36,410
  - 6-years: \$40,173
- Total amount repaid
  - 4-years: \$344/mo; \$10,288 interest; \$41,254 total repaid
  - 5-years: \$404/mo; \$12,097 interest; \$48,507 total repaid
  - 6-years: \$446/mo; \$13,347 interest; \$53,520 total repaid
- Job seekers without a degree are more likely to remain unemployed. Students who don't finish their degree have the economic burden of their debt but don't benefit from higher income levels of employment
  - Bachelor's degree (graduating in 4 years): 4%; monthly student loan payment as a % of median monthly earnings: 7% or \$4,432/mo

- Some college (no degree): 7%; monthly student loan payment as a % of median monthly earnings: 11.5% or \$2,908/mo
- Graduating a year or two late decreases earning potential and overall wealth. Research estimates indicate that \$53,000 in student loan debt may result in a loss of \$208,000 for a dual-headed household over a lifetime, since there's less money to save and invest while paying down student loans. Average starting salaries by discipline:
  - Business: \$55,635
  - Communications: \$43,835
  - Computer Science: \$58,547
  - Education: \$40,337
  - Engineering: \$62,062
  - Humanities & Social Sciences: \$37,791
  - Math & Science: \$42,731

Sue is working on a document to reflect all of these instances. Natan Paradise said that the document would be helpful, but it might be beneficial to have two: one student facing and one for advisers. Students looking at the document are assuming they will finish their degree. Another suggestion from the group was to find stats on how long it takes for a student to return from a leave of absence, since most numbers indicate that more and more students are taking longer to come back. Another suggestion was to touch on the fact that some students take a leave of absence to work full-time to earn money to pay for tuition. What are the effects of this long-term?

## **Student degree progress updates**

### *Graduation rates*

Rachel McKessock said she will be able to provide numbers after the Regents meeting in December (so at the January RAC meeting). She also reminded group members that if they come across a grade that needs to be posted by a faculty member, please let [Leslie Schiff](#) know, and she can reach out to the faculty member directly.

### *Administrative Degree Clearance procedure*

Rachel McKessock said the Administrative Degree Clearance procedure is now in its final stages and hopes to have it posted to the advising page on the One Stop website soon. She reminded the group that this is a procedure, not a policy, and that this procedure is already being followed by many colleges and departments, but this document will provide a more refined and consistent process.

The Administrative Degree Clearance procedure provides the opportunity for a college to administratively clear a student for degree. Students can be identified through the SDP Data Platform or colleges may find students during their own reviews. Once a student is identified and the college has agreed to pursue administrative procedure:

1. Contact the student: email is preferred; attempt to contact the student three times over a three week period; on the third attempt, adviser notifies student this is the last contact, and they will move forward with clearing the degree

2. Notify student they will be cleared for graduation
3. Clear student for degree
4. Notify the Office of the Registrar
5. Mail diploma
6. Notify student that s/he has been awarded a degree and diploma is being mailed

A student is eligible if they:

- Have met all degree requirements; no application on file
- Have multiple plans but has completed one plan (student must indicate that s/he wishes to pursue other plans prior to being cleared)
- Have future registration but has completed all degree requirements
- Have not been awarded financial aid for that academic year

A student is not eligible if they:

- Have not met degree requirements
- Are receiving financial aid for courses that count toward a declared program (e.g., major, minor, honors)

It is the responsibility of the adviser to contact students, respond to inquiries and document student's wishes in APLUS, and monitor progress with degree clearance (watch for approval).

If a student responds with intent to delay graduation, those responses will be forwarded to ASR. From there, it will be at the recommendation made from the committee made up of advisers and ASR and OUE representatives. The final decision resides with the Vice Provost of Undergraduate Studies, Bob McMaster.

### **Academic Records update**

Ingrid Nuttall told the group that when requesting a backdate on a degree, please communicate that in the notes section on the degree clearance page.

### **Probation/suspension dates**

Ingrid Nuttall said the probation/suspension schedule has been updated for fall 2014 and spring 2015. Final grades are due by 11:59 p.m. on Tuesday, December 23. The probation/suspension report will be available to view in UM Reports 12/24-1/7. The SAP run will be held on 1/7, and all P3 suspension holds are due by 4 p.m. on 1/7. A [complete listing can be found on the One Stop website](#).

### **Common session agenda items**

#### **Introductions and approval of September minutes**

There were no changes to the September minutes.

#### **Announcements**

- Jennifer Engler, assistant dean at CEHD, will be starting a new position in OHR on the Leadership and Talent Development team. The replacement [position is posted as a Director of Student Services](#).
- An issue has been identified with some new coding for undergraduate TAs. The new code does not allow them access to UMRports. HR is working with affected colleges to have a workaround until the Upgrade.
- One Stop will be sending out invitations to staff (and later students) for Student Experience Preview Sessions. These sessions will be similar in format to the Preview Session presentations, but it will be demonstrating how the student experience will change with the upgrade. One Stop staff will lead the presentations, which will begin in November. There will be "open" sessions around campus for staff to attend, but may also be available to present at unit staff meetings. Presentations in November-December will target staff who work with students, and presentations in December-February will be targeted to students themselves. Efforts are being coordinated with all the system campuses and will be sharing resources with them.

### **Enterprise System Upgrade Program**

*Moving forward, the project will move away from being referred to as "ESUP" and will simply be referred to as "The Upgrade."*

#### General announcements

- Stacey Tidball said the ASR Training Team has already held several student systems preview sessions. A final Twin Cities session will be held on Wednesday, October 22, 2-3 p.m. in McNeal 33. The team will travel to the system campuses over the upcoming weeks to give the same presentation. No RSVP or registration is required.
- Toolkits are now available and will continue to rollout over the next few weeks. You can find the toolkits at [upgrade.umn.edu](http://upgrade.umn.edu) (the "Staff," "Faculty," and "Students" tabs). Information on the website is continually changing, so please check back frequently for updates. If you have any ideas for information you would like to see in the future, please send them to Kate Sophia at [ksophia@umn.edu](mailto:ksophia@umn.edu).

#### Academic process changes

Ingrid Nuttall and colleagues have spent the last several months visiting each college to discuss changes relating to the Upgrade. Sue Van Voorhis also said this information has been presented at the Associate Deans, CUE, TC deans, and faculty governance meetings. For more information, please visit [upgrade.umn.edu](http://upgrade.umn.edu).

What you need to know:

- Changes to class scheduling production cycle: ECS is being retired and will be replaced with Collaborative Class Scheduling (CCS). The four distinct period of scheduling will be replaced with open and closed periods. An example of this for summer would look like:
  - September-October (Open)
  - November (Closed)
  - December-August (Open)

- A new way to assign classrooms to classes
  - What's changing: Security table that manage faculty ID access in PeopleSoft and Faculty ID field will be grayed out
  - Process impacts: Schedulers will use Astra Schedule for departmental room assignments (e.g., labs, conference rooms); priority scheduling will be honored via email to Scheduling Unit before batch room assignments
- Updates to grading access: faculty will still be able to enter grades via Moodle, which "talks" to Faculty Center (PeopleSoft), then hit "submit" in Faculty Center
  - One big change is the use of NR (not reported) grade instead of blank grades
  - Colleges and departments will have the option to control access to grades by allowing faculty to add a grade and save, but not submit the grade to the system (serving as a "review" function). There is also the option of assigning someone the role of "none" or (blank), which would not allow that person to enter anything into the grading system.
- Waitlisting process changes: will be replaced with an auto-enroll process, moving towards true waitlist functionality. Departments and instructors may adjust waitlists.
- Retirement of the Course Guide: will be replaced with a class note for a URL and maintained by a CCS scheduler; can be updated by faculty from the Faculty Center. Information will roll over from term to term, so it will be up to the department or college to determine best practices for submitting updates.

#### MyU adviser view demo

William Dana said the student records group has made considerable progress through the testing phases. Usability is occurring this week and results will be shared at the next RAC meeting.

#### Things to note:

- In addition to the Advisor Center and all that comes with it, there will also be access to Academic Advisement, APLUS, and Graduation Planner.
- The portal header will travel with you throughout your portal experience.
- The left nav tabs have been adjusted to show information based on the role your x.500 identifies with. An "advisor" is anyone who is active in the advisor table in PeopleSoft (e.g., PLC, CC, DGS). PLCs will be able to find the students they are responsible for via the search function.
- Those in "staff" roles will not have access to the Advisor Center, but will have access to the Student Service Center.
- A governance process regarding management of content to the homepage is being established. There will be test and production instances once these processes have been finalized.

#### The left tabs are:

- General information: service indicators, student groups, personal data info

- Transfer credit (will show similar to what's on transcript; both graduate and undergraduate level)
- Academics: career and program details, term summary

### **Student email accounts**

As a reminder, the new procedure allows accounts to remain active for three years; the account will be suspended if no activity for 90 days; after an additional 90 days of inactivity, the account will be deleted. Brett Lee informed the group that Leave of Absences (LOA's), student veterans, and those who are leaving the University (not graduating) will be included in the new procedure starting the 2015-16 academic year. This is a problem for LOA students now, as they may not check their email during that time, leaving them at risk for their account to be deactivated or even deleted. This issue extends beyond LOA's, in that it can affect annual giving.

Concern was also shown regarding graduation rates - if email is the University's official form of communication, and colleges and departments are expected to reach out to students who may be cleared to graduate, what happens if a student does not have an active email account? How will there be due diligence?

This news is especially frustrating to the group, as this issue has been discussed for over a year. It was suggested that a smaller group comprised of RAC members meet with OIT staff to keep these discussions on a cohesive track.

If you are interested in participating in the small group, please email Ingrid Nuttall at [ingridn@umn.edu](mailto:ingridn@umn.edu).

### **Handling duplicate records**

Tina Falkner provided some ways to help avoiding duplicate records. A visual document to assist with all the steps involved in determining if a person has ever been associated with the University before is being created for reference and will be sent once completed.

Here are a few tips:

1. If you have the opportunity, ask the student if he/she has ever applied, attended, or been employed by the University. You can also ask them if they've had a name change.
2. If there are variations on the name, look for matches on birthdates, SSN, email addresses.
3. If you suspect there may be a previous record but find none, please send a note to [asrfiles@umn.edu](mailto:asrfiles@umn.edu), who can do a more comprehensive search.

### **Graduate education agenda items**

#### **Policy update**

Amber Cellotti said a policy group formed in collaboration between the Graduate School and Academic Support Resources has been busy reviewing graduate education policies over the last 18 months, looking for consistency across and within policies and any language/grammar

issues with definitions, responsibilities, appendices, and FAQs. This group is co-chaired by Amber Cellotti and Karen Starry and has representation from CEHD, CLA, CVM, and CSE.

The Graduate Education Council (GEC) has also formed a policy sub-committee that will look at each of the 13 graduate education policies. This sub-committee has representation from CEHD, CLA, Pharmacy and CFANS and is chaired by Liz Davis, faculty in Applied Economics. The work completed by the policy group co-chaired by Amber Cellotti and Karen Starry will be shared with the GEC sub-committee.

Karen and Amber will bring updates from the GEC sub-committee and any discussion points to both RAC and CAG (College Advisory Group) as needed.

### **Update on milestone conversion project**

Amber Cellotti informed the group about new and amended milestone numbers that will be implemented in fall 2014. They are:

#### Amended

- 0804 - completion of the Graduate Degree Plan (GDP)
  - This is the current milestone number for the GDP. We are revising this milestone so that it is capturing *only* completion of the GDP rather than the current process which has this milestone capturing both the GDP and committee completion.
- 0800 - time to degree for graduate students
  - This milestone was previously used to capture time extensions for GRD students and is now being used to capture time to degree (time limits) for both “old” (i.e., 5-year and 7-year) and “new” (i.e., 5-year and 8-year) sets of graduate education policy

#### New

- 0827 - doctoral prelim oral committee
- 0828 - master's and doctoral final committee
- 0829 - mater's plan c and doctoral w/no committee associated

All milestones will appear in the MyU Portal as well as student self-service in PeopleSoft after go-live in Spring 2015.

Amber asked the group specifically about the 0800 (time to degree) milestone and if there were DMS programs interested in having this milestone populated onto their students' records. Currently, all milestones are added to the GRD record, but only CEHD and the MEED program at UMD have expressed interest in having the 0800 milestone added to their DMS students' records.

Some benefits of having the 0800 milestone populated are:

- Transparency for students regarding their time to degree
- Easier tracking for graduate programs to determine how much time a student has left to complete

- Opportunities for reporting

Those DMS programs that are interested in exploring the addition of the 0800 milestone may contact Amber.

Contact Amber directly at [knap0071@umn.edu](mailto:knap0071@umn.edu) with any questions.

### **Check-in on GSSP changes**

Ingrid Nuttall announced that GSSP moved over to Salesforce this week. She also thanked the group for utilizing the main GSSP phone line and email address. The group did not have any additional feedback regarding the recent structural changes.

[Please click here for a printable list of GSSP contacts.](#)