Registrar's Advisory Committee
Monday, December 1, 2014
Walter Library, room 402 (East Bank)
9:30 a.m.-12 p.m.
Prepared by: Kess Knight

Present: the sign-in sheet was not passed around during this meeting.

Undergraduate education agenda items

Policy discussion - Tina Falkner

Proposed updates to Leave of Absence policy

Proposed changes to the Leave of Absence and Readmission for Undergraduates policy include:

- Removed
    - The word "Readmission" (change to "Leave of Absence and request to return from leave for Undergraduates")
    - Continuous enrollment language and possibly move to FAQ
- Added
    - If a student was granted a leave of absence and return to the University within the period of time specified, they need not reapply for admission
    - If a student is not in good academic standing, they are not eligible to request a LOA and any previously granted LOA is voided by suspension
    - Students will need to contact their college office to re-activate their account to return from leave
- Added two FAQs
    - Given a number of factors, I feel that I need a leave of absence before continuing with my degree. If I may be suspended at the end of the semester due to poor grades, may I request a leave of absence now for an upcoming semester? Yes, but your college may rescind it if you are suspended.
    - Do I need to take a leave of absence to participate in study abroad? It depends. If you are participating in a program that is not through the University of Minnesota, then it would be in your best interest to request a leave of absence.
- Questions from the group
    - Are there colleges that require readmission because of space? Yes, and the policy says readmission is contingent on space available in the program.
    - Is there a more formal process for returning from leave for programs with space limitations? No, but we are willing to discuss this further if need be.
    - What happens to students who stay on LOA longer than specified? If a student comes back after their leave has expired, they can be held to different degree requirements or not be granted readmission.
    - Can the college still continue to use their own LOA form and processes? Yes.

New language to Credit and Grade Point Requirements for an Undergraduate Degree policy

The new policy language reflects that D grades cannot count in fulfilling certificate requirements (this is for Twin Cities and Rochester only). The policy states:

> "[Twin Cities and Rochester only] D grades are not permitted in major, minor, or certificate courses. Required courses for the major, minor, or undergraduate certificate in which a student receives a D grade (with or without plus or minus) do not count toward satisfying the major, minor, or certificate requirements (including transfer courses). All other courses, including courses in the major or minor field that are not required to complete the major or minor, will count toward a degree if the student earns a D or better." The full policy is available here.

Four-year graduation agreement

Katie Russell asked the group if they have any ideas for replacing the current four-year graduation agreement program or ways to evolve it in some way. Group's comments/suggests:

- In the past colleges had paper copies available at orientation, now it is an online process
- The process was never administratively burdensome, but it might not be what we need anymore
- Parents would hear about it when it was too late to sign-up
- What if there was an automatic four-year guarantee? If student's meet it, why not guarantee assistance for them? Better financial incentive for students.

Academic standing and summer enrollment

Ingrid Nuttall said that after the upgrade when we begin to use PeopleSoft delivered 'academic standing' the processes around undergraduate students taking summer courses after being suspended based on spring semester grades will be different. Students may still be allowed to take summer coursework, but they will not be eligible to receive financial aid for summer coursework. So students will need to pay for summer enrollment themselves. Students will not be able to appeal their academic standing for spring semester based on the agreement by their college stating they will bring up their GPA based on summer coursework. Academic standing will be based on the most complete prior term of activity. That being said, students should only be allowed to take summer coursework if it is mathematically possible to bring up their GPA to get off suspension.

Common session agenda items

Introductions and approval of November minutes

There were no changes to the November minutes.

Announcements

- *Spring 2015 tuition:* Kess Knight announced spring 2015 tuition will start being calculated on student accounts in early December (according to the schedule that each campus has requested).
- *Grades entry best practices*: Kess Knight reminded the group that final grades are due on December 23 and to make sure faculty verify their access to grade rosters prior to the last day

of instruction. Also, due to the PeopleSoft Upgrade, the grade entry process will be changing for spring semester. More information can be found on The Upgrade blog.
- *13 credit exemption*: Julie Selander announced due to a planned system outage for the Peoplesoft Upgrade, the 13-Credit Exemption Request deadline for the Twin Cities campus has been moved to Thursday, February 12 (formerly Monday, February 16). It is at the discretion of the department or college whether to grant exceptions after the February 12 deadline. This change is only effective for spring 2015 semester due to the upgrade. Please update any materials and websites you may have regarding this date change. If you have any questions, please contact Julie Selander at goode021@umn.edu or 612-625-6579.

PeopleSoft Upgrade (ESUP)

Change management update

Sue Van Voorhis indicated that the President Kaler was wondering if he needed to mandate information sessions, so what are the group's thoughts or ideas about the best *w*ays to communicate to faculty? Ideas/thoughts from the group:
- The sneak peeks are a great, quick way to get a summary of something that is changing; what about creating a longer video that emphasizes all the positive things that will change, provide a timeline, and information about who to contact.
  - Faculty are not going to watch the sneak peeks - all you can do is create "just in time" messaging and training for faculty to use when they are actually needing to go into the system to complete something.
- It would be helpful if the deans were on board and were making statements to faculty in addition to the president. Messages filter down and it's important to make sure that there are very targeted messages about how this will impact faculty (not just administrative staff).
  - Filter down messaging does not work in my college. It might be more helpful to contact the editors of college specific newsletters
- It might be helpful to attend faculty committee meetings and provide a 15-20 minute demonstration to the group
- Important to keep adjunct faculty in mind when creating targeted messages - they aren't on campus all the time, so what's the most important thing they need to know?
- Create pop-up messages to highly visited webpages (e.g., This page is changing!)
- Faculty are going to be leaving campus shortly for break, some for up to a month, so it's important to get messaging out as soon as possible, no matter how vague, stating things are changing and they need to be aware of forthcoming messages.
- Things must come from two directions: 1) dean to department head to faculty; and 2) email the sneak peeks directly to faculty
- Add messaging directly to the pages where faculty are currently going to do business (e.g., the grading page)

Things already in motion:
- CCE has been incorporating messaging into their communication to adjunct and high school teachers

- SPH is planning on having ASR staff attend the Educational Policy Committee meetings with the expectation that committee members will pass the information along to their programs
- CLA has an advisory group that is focused on getting the faculty go-to's up to speed with the changes and the communications team will continue messaging to faculty throughout December and January. There will also be a presentation at the next Director of Undergraduate Studies meeting in December.

Upgrade Update

William Dana gave an update on The Upgrade. The group just finished system testing to make sure all the processes are working well and working together; 97% of testing has been completed. In December, the group will finish up end-to-end testing, user-acceptance testing, batch testing, and validating access to the system. January will launch test move 6, support testing, and deployment prep.

Go/No-Go Checkpoints will categorize the readiness levels. They are:

- 1.0: Business: business and end-users are identified and prepared to use the system
- 2.0: Process: business processes have been defined and tested and adequately support business operations
- 3.0: Technology: technical environment, tools, and processes are in place to support and monitor business operations
- 4.0: Testing: system has been adequately tested to minimize risk of failures during business operations
- 5.0: Deployment: deployment plan contains sufficient detail and has been tested for successful conversion to the new system
- 6.0: Service Introduction: business operations support individuals are identified and prepared to support the system

Categories are then color coded:

- Green: indicates that readiness category is overall on track to support the intended February go-live deployment
- Yellow: indicates that readiness category contains "watch" areas that have underlying risk for February go-live. These risks may require mitigation or work-around, but system,s will be capable of supporting go-live activities
- Red: indicates that readiness category contains areas that require immediate corrective action to meet February go-live deployment

Here is a breakdown of the November 18 assessment:

Readiness Assessment Summary

Category	PMO	CS	FIN	HCM	PORTAL	RDM	TECH
1.0 Business	Yellow	Yellow	Green	Yellow	Red	Green	Green
2.0 Process	Green	Green	Green	Yellow	Green	Green	Yellow
3.0 Technology	Yellow	Red	Yellow	Red	Red	Yellow	Green
4.0 Testing	Yellow	Yellow	Yellow	Yellow	Green	Red	Green
5.0 Deployment	Yellow	Green	Yellow	Yellow	Yellow	Yellow	Yellow
6.0 Service Intro	Green	Yellow	Green	Yellow	Yellow	Green	Green

Overall Program – 11/18/2014

Readiness Category			
Overall Program Recommendation		Go with Conditions*	
1.0 Business	Yellow	4.0 Testing	Yellow
2.0 Process	Green	5.0 Deployment	Yellow
3.0 Technology	Yellow	6.0 Service Introduction	Green

Go Conditions

Condition 1: Enhanced support and sustainment plans are finalized.

Condition 2: Two-factor authentication is fully implemented, authentication issues are resolved and additional communication is complete.

Condition 3: System test execution is complete. Defect volume and severity is at an acceptable risk level. No outstanding Critical or High defects.

Condition 4: Test Move 5 post-mortem identifies source and resolution of restore failure, conversion failure, and performance degradation. Corrective actions are fully documented in Test Move 6 plan.

Student (CS) – 11/18/2014

Readiness Category			
Student (CS) Recommendation		Go with Conditions*	
1.0 Business	Yellow	4.0 Testing	Yellow
2.0 Process	Green	5.0 Deployment	Green
3.0 Technology	Red	6.0 Service Introduction	Yellow

Go Conditions

Condition 1: Clarity on enhanced support model and team responsibilities, clarity on sustainment of cross-functional business process

Condition 2: Stability of security and integration between instances

Condition 3: Successful completion and resolution of performance and penetration testing

User Acceptance Testing (UAT) has focused on users who have not been previously involved in the testing phases. The issues will be gathered, through changes made not be made technically. The group is looking for areas of confusion to help with preparation for post go-live support.

<u>Overview of Student Experience Preview Sessions</u>

Julie Selander gave an overview of the Student Experience Preview Sessions One Stop is presenting December and January. The sessions are to clarify One Stop's role with The Upgrade and to ensure the transition is as seamless as possible for students. Highlights from the presentation include:

- A timeline of The Upgrade, including post go-live
- Reassuring staff that the One Stop website will not be going away; it will continue to be the public-facing site for information regarding University policy; house documentation on how to complete processes; and contain self-service links (pointed towards MyU)
- Give a broad perspective view of what the portal will look like (for staff, faculty, and students)
- Provide a more detailed view of the student perspective: announcements, notifications, service indicators
- Show some examples of alerts and interruptive messaging
- Deeper dive into the tabs
    - My Academics - My Classes

- My Academics - Registration - Shopping Cart (and other functions such as class search, add/drop/swap, etc.)
- My Academics - Degree Progress
- My Academics - Grades
- My Finances
- My Info

There are more dates being added for January, but if you would like a One Stop staff member to present at a staff meeting, please contact Julie directly at goode021@umn.edu.

What will reports look like in Reporting Center?
Ingrid Nuttall showed the group what reports will look like in the new Reporting Center. To access reports, you will enter through MyU > Reporting Center > Student Services > Student Records. By hovering over the report title, an automatic box will appear with a report description. Once you open a report, it will automatically be downloaded as an interactive Excel sheet. By clicking on a student's ID, you will be taken to the student's information in PeopleSoft (Student Services Center). If you access the reports through Student Services Center, the report will open as a page and you won't be able to download, so it is recommended that you open via the the Reporting Center link from MyU.

Waitlist demo
Nancy Killian gave a demonstration of the new waitlist feature. She said that many of the pages you are used to seeing in PeopleSoft will look exactly the same; they may just have a different name. Students will be able to auto-enroll from the waitlist for courses by clicking on the "Auto-enroll from waitlist" button when waitlisting. The page that will look different to staff is the page where you are able to control the position of those on the waitlist. Staff will have the capability to change a student's position on the waitlist (student's will not be able to see their position). The auto-enroll process will happen once a day; the timing of this varies based on campus schedules. For Twin Cities, this process will start at the beginning of stage 5 queued registration; once a student is enrolled from the waitlist, they will get an automatic notification that they have been enrolled. Students will have through the first day of term to add themselves to a waitlist.

If a student has a time conflict or they have too many credits, the student will be notified and the system will move on to the next student in the waitlist. If a student adds themselves to the waitlist of multiple sections of the same course and a seat becomes available and they are auto-enrolled in one of the sections, they will be automatically removed from the other waitlists pertaining to that course.

There is also a swap function. So if a student proactively states they would like to swap a course with the course they are waitlisting for and a seat becomes available, they will automatically be dropped from the course they were initially registered for and will be registered for the waitlisted course. They will need to indicate this PRIOR to going on the waitlist (this piece will be important to communicate with advisers). The swap add/drop process will happen simultaneously, so the system won't have problems with too many credits/too little/or time conflicts.

Final grade entry demo

Nancy Killian gave a demo on the new system for final grade entry. To access this, go to Faculty Center: Grade Roster. All students will be listed with a drop down option of grades next to them. Instructors (or designated staff) will be able to upload grades just like in the old system, or can do a “select all” or select multiple students to add the same grade more than once. Grades that are entered in Moodle may now be uploaded to the Final Grades page in the Faculty Center, though instructors will need to log into the Faculty Center and submit the grades (grades will not be complete until this is done). There is also the option for grades to be reviewed before they are officially posted. Once “Submit” has been clicked, those grades will automatically be posted to the student’s record nightly. Once grades are posted, grade changes may be done on the same grade roster page by clicking the “Request Grade Change” link. Each grade can then be changed, and there is a field to add a reason for the grade change. Grade changes will be posted immediately.

One major change is the “NR” grade (not reported). Any student that hasn’t received a grade by the deadline will receive an “NR” on their transcript. This does function as an actual grade, so the faculty member will have to go to the same grade roster page and click on “Request Grade Change” to change the grade and grades will have to be entered one-by-one after this point. It was brought up that the Law School enters all grades (the instructors do not); is it possible to turn off access to the grade system for faculty? Yes, just the same as in ECS (can change their access to “none”). The grade submission deadline is different for the Law School, so can the “NR” date be scheduled for specific colleges? Yes.

Academic calendar update

Due to time, this item has been moved to January.

99 PRD (graduate non-degree registration) process

Erik Sparby and Ingrid Nuttall talked about the changes to the 99 PRD (graduate non-degree registration) process. Effective spring 2015, the responsibility of processing of 99 PRD forms will be transferred from One Stop to the Office of the Registrar (OTR). Email submission of the form is preferred (otr@umn.edu); and asked that you scan and send individually. If you prefer, you can still fax the form directly to OTR at 612-625-4351. The Registration Request for Graduate Credit form and the One Stop website have been updated to reflect the contact changes.

Moving forward, the Office of the Registrar is looking to change the registration process for fall 2015, with the major change of moving the responsibility of registration to the student (OTR will create a PeopleSoft ID and the student will register for class(es)). The student will still be required to get permission from the authorized signers.

If you have any questions or feedback about this new process, please email it to otr@umn.edu.

Graduate education agenda items

GPAS (Graduate Planning & Audit System) demo
Stacia Madsen gave a demo of the new Graduate Planning & Audit System (GPAS). Students who were admitted for spring 2013 or later will be eligible to use GPAS. All student will be able to run an audit at go-live but only CEHD students will have program requirements in the audit. Discontinued students will not be able to run a degree audit (OTR staff can run the audit administratively; LOA students will be able to run an audit).

Before using GPAS, master's students must have a plan type (A, B, or C) recorded in PeopleSoft. This is a PLC initiated workflow (for programs that offer only one plan type, OTR will automatically add the plan type to the student's record). Students also must elect a minor online using a workflow.

Students, faculty, and staff will enter PeopleSoft Self-Service from the MyU portal. Students will go to MyU: Academics: Degree Progress: click "GPAS" at the bottom: Plan by my requirements (audit). The report will feature a disclaimer, University requirements, major requirements, sub-plan requirements, minor requirements, and courses not used. The audit boxes will collapse automatically once the requirement has been satisfied. If a student has an unsatisfied requirement, they will be able to go into the drop down box and will be able to see the courses they still need to take and then can directly register for the course(s) from the audit.

The student will be able to:
- Collapse/expand all requirements
- View class detail
- View class sections and status
- Add course from degree audit to GDP

There are multiple tools in the degree audit report to help the student understand it. They are:
- Start of a new section: dark blue header
- Start of new curriculum section: light blue sub-header
- Course/class status (planned, completed/taken, in progress)

Grad application for degree
Ingrid Nuttall reviewed the graduate application for degree. The paper form that is part of the graduation pack will be retired when we move to PeopleSoft 9.0. Students will be prompted to go online and complete their application for degree. One thing the Office of the Registrar and GSSP is working on is monthly degree clearance: there isn't a way to capture monthly dates in 9.0. When students receive their graduation pack, it will include communication stating that it is assumed the student is intending to graduate during the next month. If they wish to graduate in a month other than this, they will need to send an email to otr@umn.edu stating their intentions.