Registrar's Advisory Committee
Monday, September 12, 2016
Humphrey 50B
9:30 a.m. - 11:30 a.m.
Prepared by: Stacey Tidball and Kate Sophia
Presentations

Undergraduate education agenda items

Office of Undergraduate Education update - Bob McMaster, Vice President & Dean of Undergraduate Education
Bob McMaster presented on the Twin Cities campus enrollment management plan, which was approved by the Regents. He also gave an overview of the undergraduate student body demographics; future trends impacting student recruitment and retention; four- and six-year graduation rates; and impacts on student success. The University needs to improve its pell-eligible graduation rate and retain more students to meet the six-year graduation rate goals set forth in the Regents Progress Card. Please refer to presentation slides for details (enclosed).

Timely Graduation policy; Administrative degree clearance procedure - Sue Van Voorhis
The Twin Cities campus has published administrative degree clearance procedures in the Timely Graduation Policy. The goals of the policy and the procedures are to support four-year graduation. Students are asking for degree program requirements and sample plans for graduating in four years.

Questions:
Q: The undergraduate policy group was looking at administrative degree clearance criteria; is this procedure final or is there an opportunity for feedback?
A: We can always tweak the procedure, but we wanted to start and try this. We can keep track of pain points. Additionally, there can be exceptions to the procedure where appropriate, but we can't have everything be an exception.

Additional discussion:
- The SDP team will continue providing data to colleges to support this work.
- Students may not take a final requirement in order to delay graduation. This will require student outreach and looking at solutions to change this behavior.
- Suzanne Bardouche noted that this policy allows advisor to place a hold on students' records if they aren't taking classes to move toward their degree. We are here for students to work toward degrees.

Study away program - Stacey Tidball
The President's Office is working with each campus to create a "study away" experience for students who want to spend a term on another University campus. Each campus has identified a set of classes for students to take for their study away experience. For example, the twin cities

programs are social justice (similar to the minor) and food science classes. ASR is working with the President's Office to determine how tuition and fees will be handled. Students will need advisor approval to participate in Study Away, and a shared form is being drafted. Please refer to [presentation slides](#) for details.

Additional questions and discussion:
Q: Do students need to fill out other forms such as a Leave of Absence form?
A: No, but they will need to fill out a form similar to the multi-institutional form and they should consult with One Stop regarding any financial aid implications.
Q: Is there a size goal for this program?
A: We are anticipating a small number of students at first and the program can grow from there. We need to ensure the study away experiences do not delay student degree progress.
Q: Can international students do this?
A: They can do multi-I now, so this will likely work for international students.

MyU Degree Progress - Tracy Fischer & Allie Cummelin
The team is looking for students for graduation. Quick wins will be coming out soon.

ASR has been working with the MyU portal team to display SDP data and information to students through the Degree Progress tab on MyU. It will be available for NHS students and NAS students. This is targeted to go live Oct 23. The team conducted usability testing with students in August and they are now working on incorporating the student feedback. The team is also gathering feedback from advisors. Another round of usability is scheduled for early October.

Communications and training information is being prepared for both advisors and students. There will be guides explaining the SDP information available in the Advising Toolkit. Advisors will be informed of the new tool via emails and newsletter updates (AA-N, MyU, the Advising Toolkit, OUE newsletter, CDN, etc). Students will be informed of the new tool via MyU, OneStop website, Undergraduate Update, etc. Additionally, the communications team will be providing colleges and/or departments with supplemental information that can be distributed to students via college/departmental emails.

Application for degree - Sue Van Voorhis
We are kicking off a project to look at application for degree; we need to make this data more accurate. The following people volunteered: Alison Blomster (CLA); Laurie Gardner (CDes); Amber Cellotti (ASR).

Common session agenda items

The June minutes were approved.

Complete Withdrawal - Sue Van Voorhis

There is a project underway to look at how to prevent students from dropping all classes and withdrawing without working with an advisor or One Stop. There would be a "stop" in the system for students dropping below one credit. There aren't a lot of these students, but we want to talk to them before they walk away. Kathy Schuster in OSF is leading this effort.

Questions:
Q: Is this at any time in the semester?
Yes. They can't go to zero credits
Q: Is this the same for part-time programs?
Yes. And Undergrad/Grad/Non-professional
Q: What about non-degree?
We haven't thought about this yet.

ICT Survey
The Advising Steering Committee is creating a survey of ICT students. Josh Geiger (One Stop) and Trinity Mueller (One Stop) are leading this. The draft questions are due to committee in October. They will also evaluate how the survey should be done.

Comment: CLA requires students to complete a checklist (through the orientation database) so that could be a potential avenue for the survey.

ASR website
The new website launched today. Please check it out and let us know if there is something missing or difficult to find. There is a feedback form on the homepage to share your experience.

RAC meetings now in person
Our technical person who did the WebEx set up has moved to another job. Additionally, people weren't gathering in person which impacted discussion. Alison Blomster noted that she attended via WebEx because she could save slides that way. Going forward, we will send slides for presentations with the minutes.

College connections: College of Biological Sciences - Nikki Letawsky Shultz & Stefanie Wiesneski
CBS is experiencing a lot of change. They have a new dean, a new associate dean appointed last October, and a new associate dean in graduate programs that started recently.

CBS undergrad programs are expanding and they have doubled from 300 to almost 600 entering freshman students in just a few years. As a result, they need to work to keep up with students who are very interested and access their resources. They have one office for serving their students that brings career development, student engagement, and advising together. A challenge is that office space is short compared to their growing staff, but there is synergy in having advisors and career counselors sitting next to each other. There is greater continuity for students in what they need to accomplish.

CBS's career development function is relatively new; they used to partner with CSE for this. Many of their students are seeking careers in the health fields or graduate programs in health fields. However, a biology degree is a lot like a liberal arts degree in that you can do a lot of things with it. A priority is to get students into research labs so they can experience biology by doing it.

Their students are engaged and interested in doing a lot of things, but they might not be able to take advantage of them because of less flexibility in class scheduling. CBS is looking at leadership skills and inclusion for their students; they want to infuse this into curriculum and explore other ways students can have these experiences.

CBS has seven majors and a few minors. All advising staff (7 FTE) and UHP advisors that work with CBS students are trained across all of these. This helps with drop-ins and staying with the same advisor even if they change majors. There are 2,200 undergraduates so each advisor has about 320 students at this time. They provide drop-in advising every afternoon; staff rotate so everyone takes drop-ins. Now that their office has moved from St. Paul to the east bank, the foot traffic has at least doubled and career appointments have also increased. They require appointments in students' first and second years. Once a student is 80% complete, they have a "launch appointment" that includes an academic advisor and a career counselor to help them wrap up their degree and get ready for after graduation.

CBS students begin with their [Nature of Life](#) program, which happens in July. Incoming freshman and faculty travel to Itasca and participate in learning modules, campfires, and learning the rouser. This pairs with a meeting in the fall.

Most CBS classes are on the east bank but the dean's office is in St. Paul. Majors with the highest enrollments are on the east bank, but some smaller majors are in St. Paul.

Class Time Conflict workflow - Amber Cellotti
The class time conflict workflow is now live. The process is student-initiated and requests are submitted to instructors. Instructors can approve or deny; after approval, the Office of the Registrar or One Stop Student Services enrolls the student. The workflow is for all campuses.

It pulls in basic demographic information from PeopleSoft. Student chooses the term. If a student is active on multiple campuses, they have to select campus as well. There is some campus-specific information (e.g., contact information and instructions). The student enters the subjects and course numbers and then selects the appropriate classes and related components (e.g., lab). That automatically populates credits. It also populates the listed instructors. The request is routed based on the Internet ID that the student provides in the instructor field. If a choice is available, students may select a grade basis.

There is a free-form box for students to propose a solution for the conflict. Both instructors will get an email with a link to the form. They will see what the student entered, review the information and then approve or deny. They cannot push the request back to a student with comments -- that would need to happen outside of the workflow. There is a guide for students on One Stop and an instructor guide on ASR's website.

Questions:
Q: Where can a student find out where the workflow is in the process?
A: Students can ask One Stop, they have an administrative view of the workflow.
Q: What if there aren't seats available in the class?
A: Class time conflict overrides closed class section and pre-reqs. The instructor approval is indicating that approval.
Comment: We need to make sure that's included in the language in the form.
The language that is listed next to the "Approve" radio button reads, "By approving this request, you are authorizing permissions, class limit, and requisite overrides for this student. All decisions will be routed to imaging and become part of the student's record."
Q: How has the soft-launch gone?
A: Really well. About 2 days in, there were 52 initiated forms. In that first week, there were seven students completing the process. The time from initiation to One Stop registration was 1.25 hours.
Q: Can the advisor be pinged when a student does this?
A: That was outside the scope for the first iteration but there is a meeting at the end of the month to look at requests for the next round of development. Auto-populating the advisor is difficult because of multiple advisors, etc.
Q: What about letting students add their advisor (in a similar way that the faculty can be added)?
A: This will be added to our list for consideration.
Q: What software is used?
A: Workflow Gen.

One Stop website project - Carrie Otto

Carrie Otto gave an update on the One Stop website redesign project. The goal is to make a student-focused site with flatter navigation and that is mobile responsive. Usability was done in August and a second round will occur in September. The site will be on Drupal and is a system campus project so that each campus will have a One Stop website with shared navigation and structure. The scheduled launch date is October 20th.

Questions:
Q: Will it be indicated whether content is for all campuses or a specific campus?
A: The sharing of content happens in the background. So, a student will be on a campus-specific One Stop site that shows only content accurate for that campus.
Q: Will there be faculty and staff content?
A: The goal is to have a student facing website, but we are maintaining a menu item "for faculty/staff" that will take them to the key information. It is being pared down from the current website to focus on key content and eliminate items that are rarely used or have been replaced by MyU.

Projects related to courses, classes, calendars, and classrooms - Sarah Kussow

An ASR group with representatives from all units (OCM, OTR, OSF, One Stop, Continuity & Compliance, ASR-IT) is looking at several issues related to courses, classes, calendars, and classrooms.

We are reviewing requests to change course credits or grading basis when they requests are made after students have registered. Particularly once financial aid has been disbursed or the term has started, these changes should not be made when they impact students. Please see [presentation slides](#) for further information.

Questions & discussion:
Q: do you also look at schedule changes?
A: Yes, we are starting to do more audits of this.
Comment: Please look at orientation scheduling for summer or during January as well. Getting rooms can be challenging and this has a significant impact to get students and advisors to the right place. Response: We can add this to our list as well.
Q: are you also looking at courses that are listed as variable credit, but really aren't?
A: Those are more difficult to find, but yes we're looking to resolve those issues.

Policy update - Stacey Tidball
September is the first SCEP meeting of the academic year. We have 7-8 policies due for comprehensive review this year, but that is optimistic because some of the policies are the larger ones such as grading and transcripts. We are also looking at other policy issues, such as courses for zero credits. We would like clear standards for when things should be courses for credit vs. on the experience record instead.

Adjourn
Meeting adjourned, 11:30 a.m. The next Registrar's Advisory Committee meeting will be Monday, October 3rd.