RAC/PRAC
November 7, 2005

Present: Gary Andersen, Shuji Asai, Sheryl Bolstad, Jackie Carlson, Reed Carpenter, Carolee Cohen, Pam Cook, Dan Delaney, Scott Davenport, Tina Falkner, Tracy Fischer, Mary Vincent Franco, Kit Gordon, Sarah Groskreutz, Carol Gross, Sara Johnson, Charleen Klarquist, Pam Klopfleisch, Michelle Koker, Jennifer Koontz, Mary Koskan, Dave Krueger, Andrew LaChapelle, Linda Lindholm, Judd Mowbray, Margo Mueller, Jessica Murra, Stephanie Nichols, Kathy Nolan, Linda Norcross, Ingrid Nuttall, Jan O'Brien, Cindy Pavlowski, Lonna Riedinger, Vickie Roberts, Genny Rosing, Alice Ross, Fran Schirmers, Chris Schlichting, Carmen Sims, Danielle Tisinger, Hanae Tsukada, Sue Van Voorhis, Kendra Weber, Amy Winkel, Kris Wright

Announcements: A question was raised regarding full time equivalent enrollment. There used to be a course for graduate students that allowed them to pay for one credit but be registered full time (six credits in attempted credits) for the purposes of residency and health insurance. Currently, this course is only registering as one credit on the transcript; this is causing problems for students working with the ISSS office. Dave Krueger indicated he would look into this issue and bring forward any findings to the December meeting.

Vickie Roberts updated the group about the second phase of the online undergraduate degree application project. Coding on this project has been completed and testing in development will begin this week (week of 11/7/05).

Review of October minutes: There were no changes to the October minutes.

Enrollment Cube demo: Amy Winkel from IMS distributed a handout and provided the group with a demonstration of the Enrollment Cube. The cube provides enrollment information about any student who has been enrolled at the University of Minnesota (all campuses) since 1999. Both class and student information is provided on the cube. Amy Winkel showed how course level information can be accessed, including percentages of students who had withdrawn from registered classes. The drop and drag feature was also highlighted. Individuals with questions about the Enrollment Cube can contact Amy Winkel at 625-2845.

Sue Van Voorhis asked the group to disseminate information about the Enrollment Cube to their departments. Reed Carpenter noted that a cube similar to the Enrollment Cube is also available for registration statistics.

Adviser entry/effective dating: Dave Krueger addressed the issue of updating adviser information in PeopleSoft. It has been requested that a simple rule be created to guide users as to how to enter and update adviser information. This isn't possible since certain applications such as the Portal are reading adviser information in a way unknown to the Office of the Registrar (OTR). OTR needs to get a better handle on how people are using and accessing this information. The owners of these applications will be contacted and an update will be provided at the next meeting.

When entering a new effective dated row, Cindy Pavlowski asked that users refrain from removing any athletic adviser information. As a general rule, users should refrain from covering up old adviser information.

Jess Murra asked if there was a general rule for using an effective date. Dave Krueger replied that the first day of the term should be used. Jess Murra noted that financial aid processing can be a problem when the first day of the term is used. Kris Wright stated this is a problem when students are reenrolling. Dave Krueger stated the Office of Student Finance will change the date, package the student, and change the date back to the first day of the term. As a rule, the first day of the term should be used for students being readmitted and One Stop should be contacted if there are any problems. Mary Vincent Franco asked if there was still a "cheat sheet" regarding this process; Gary Andersen indicated it is on the training web site at http://training.oess.umn.edu/records/manuals.html under the link to "Manuals."

Tracy Fischer noted that the Athletic advising committee information is tied to the student's program and/or plan. Therefore, if a student changes colleges, one should change the program/plan on the Athlete row as well.

It was determined that the issue of effective dating will be an agenda item for future RAC meetings, once a term. The next reminder will be in the January 2006 meeting.

Projects for FY07: Sue Van Voorhis distributed a handout outlining the projects that will be listed in the OESS compact. The first page listed projects requiring additional funding. The remainder of the document listed projects that do not require additional funding; the projects will either be complete in FY07 or will be begun that fiscal year. The information provided in the document included projects requested from the group; anything missing should be brought to the attention of OESS.

Jackie Carlson asked if Duluth would be included on the Web CT project; Sue indicated that it would.

Amy Winkel asked if the item regarding creating a report from DARS analyses reports was an IMS project; Sue indicated that it was.

Pam Cook asked if there was any project on the list that addressed the merging of colleges; Sue indicated that this project would be in place for FY06 and it would not be included in this list.

Judd Mowbray asked if the UM Cal class load project was concerning an upload of a student's registration to a UM Cal account; Sue indicated that it was and would hopefully include an upload to various scheduling tools, such as a PDA.

Non-degree Prepay Update: Mary Koskan provided the group with an update of the first semester implementation of the non-degree prepay policy. Overall, the process went well. Mary thanked Dan Delany, Dave Krueger and Kris Wright's staff for their work on this project. On October 7, 2005, two days after the first billing due date, 313 students who owed bills greater than $100 were canceled from their classes. Of those, 104 students reregistered. On November 4, 2005, two days after the second billing due date, 93 students were canceled who owed more than $100. The majority of students canceled were in the College of Continuing Education. Mary Koskan also noted that on the first billing due date, the University collected more money than it ever had in a single day. The same process will be used in the spring and OESS will conduct an evaluation of the process after two semesters worth of collections had taken place.

Someone asked whether this policy would be extended to all students; Sue Van Voorhis replied that there were no plans to expand this policy in the near future.

Credit Card Update: Sue Van Voorhis provided the group with a brief credit card update. Contract negotiations are still ongoing; the University needs to decide whether the risk associated with implementing this practice is worth the risks associated with it. This practice will likely not be in place for spring semester. Kris Wright stated getting the contract language amended so it complies in a way that everyone agrees is the challenge. Sue Van Voorhis also stated that the University now accepts Diner's Club cards; machines will need to be reconfigured as of 11/30/05 or fines will be assessed. Wells Fargo will contact those with machines.

Probation for fall 05: Vickie Roberts provided the group with a handout providing key dates for placing the P3 hold on students' records. The first probation report will be available Wednesday, December 28, 2005. The second report will be available on Tuesday, January 3, 2006. Colleges need to have the P3 hold placed on student records by 4:30 p.m. on Thursday, January 5, 2006. Vickie Roberts also provided information on how many students were suspension eligible for each college, the number of students who were actually suspended and the percentage of suspension eligible students ultimately suspended for each college.

Note: The date of 2/17/06 was listed as the first day of the spring 2006 semester; this date is incorrect and should be 1/17/06.

Vickie asked if automating the process of placing P3 holds on students records would be a good solution for the colleges. Cindy Pavlowski stated this would not be a good option for Athletics because it could interfere with their eligibility to play in a Bowl game. Judd Mowbray asked if the automation process was being suggested because colleges were neglecting to get the hold on in time; this is the case.

Pam Cook indicated that colleges would likely get the information on in time if instructors would turn in their grades on time.

Judd Mowbray asked if a service indicator could be used for students whose colleges intending to review suspension eligible students; this solution isn't possible because SAP and financial aid are driven off of the P3 hold.

CSAA is still looking into the issue of suspending after spring term if the student intends to take summer courses. More information will be provided at future meetings.

S/N Grading Change: Sue Van Voorhis informed the group that a new procedure in place for spring will change the class list and grading roster and report for instructors. Beginning spring, instructors will no longer see whether a student is registered for a course S/N; the instructor will simply grade the student and system will handle the transfer of the grade to S/N as appropriate. This is similar to a process currently in place in Duluth. Communication will be forthcoming to instructors regarding this change.

Posters for online undergraduate degree application: Ingrid Nuttall distributed posters for colleges which promotes the new process for degree application. Posters are limited; please contact Ingrid at ingridn@umn.edu to obtain additional copies.

Annual Report: Ingrid Nuttall provided the group with copies of the Office of Enrolled Student Services (OESS) annual report. The report was designed to highlight the accomplishments of OESS as well as serve as a functional tool for OESS managers. Often, information regarding OESS accomplishments is requested from central administration; the annual report has that information compiled into a single, convenient source. Suggestions for changes to next year's annual report should be directed to ingridn@umn.edu.

Communications Survey: Ingrid Nuttall distributed a brief communications survey, asking the group for feedback regarding the quality of OESS communications. Any additional feedback not asked for in the survey is welcomed and should be sent to ingridn@umn.edu.