Meeting Minutes: May 1997

Present: Theresa Baultrippe, Kaye Butler, Chuck Dahl, Elayne Donahue, Caroline Gilbert, Christine Mack Gordon, Elizabeth Grundner, Sarah Johnson-Wilson, Mary Koskan, Andrew Lewis, Pamela Marsh-Williams, Don Meyers, Katherine Murphy, Earl Nolting, Katy Olson, Kelly Pearson, Steven Pearthree, Terry Petek, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Jan Schlueter, Ben Sharp, Kim Swanson Linner, Sue Van Voorhis, Phil Wagner, Richard Wassen, Doris Wiehe

April 14, 1996 minutes approved.

Announcements: Summer Session distributed a cancellation policy handout. Also there is an error on page 19 of the bulletin - the Term 1 and Term 2 refund dates are reversed.

OTR distributed a copy of course cancellation web screen step 3. This screen tells students to do course swaps rather than dropping now and adding later.

SCEP has asked that OTR advise students, whenever possible, to plan for semesters. A brief statement will be put on the fall registration document, an additional information screen will be added to self registration, and a web information site will be advertised.

New Bursar's office procedures - Kaye Butler talked about a number of bursar changes. More departments are moving to the STARS system thus facilitating the new hold code procedures (see last months minutes). The billing cycle will be changed to time of the month rather then time of the quarter. Starting fall 98 there will be a trial use of payment by visa for web registrations. Students now have access to information about their account via student access; web access is coming this summer and IVR (phone) access by fall.

The automated and mailing systems have cut in-person traffic considerably. There is no longer a need for full time service in St. Paul and on the west bank. Starting this summer the St. Paul office will be open on Monday, Wednesday and Friday, and the west bank office on Tuesday and Thursday.

Course Guide/Class Schedule data - Mike Reeves maintains Class Schedule and Course Guide databases. These files can be accessed by a more powerful search engine than is available on the web. If college offices have some data needs that might be filled by such a search, please feel free to contact Mike (e-mail: reeve001@umn.edu phone: 5-9013).

Related notes: The web team is aware that the web search engines could use improvement.

The Class schedule change screen shows changes since the printed version of the Class Schedule; the on-line version of the Class Schedule is updated daily.

Now that the Class Schedule is on line, do department need to keep to the distribution release dates? There are still distribution problems and possible pressures in departments to give books out early. But offices can use their judgment in special circumstances cases.

New grading system - A senate passed version of a common policy is now in the Presidents office. This version does not have D-, and it sets + and - as +/- .33.

SCEP is looking at a common set of transfer and repeat course policies.

AACRAO - Mary Koskan and Sue Van Voorhis went to the annual meeting of the American Association

of Collegiate Registrars and Admissions Officers. Items from the meeting included: security transcript paper is getting more sophisticated; more colleges are printing their own diplomas, there are a lot of good customer service training aids available, one stop shopping and silo dismantling is hot, distance education is growing and raising policy questions, the U of Michigan has 255 people and $70 million dedicated to PeopleSoft conversion.

Fraser Hall remodeling - The Fraser registration center/Financial Aid contact area is being remodeled. OTR and S&FA are building a joint counter and a computer lab. This lab will be used by students for web registration and by OTR staff to do campus wide Student2000 training.

Student 2000 update - The PeopleSoft programs will not allow us to do some of the things we now do. We will need to either change some of our policies or do an extensive expensive program re-write. The PC version of PeopleSoft is assuming Windows95, Word, and Excel; the general release scheduled for fall may be Mac compatible. The S2000 team is reasonably sure that a W95 Pentium PC with 32 meg ram and 2 G hard drive will be effective and that a 17 inch monitor may be useful for the layers of windows. The status of effective access via other configurations is up in the air.

Fall registration during the summer - Fall registration is scheduled to stop on June 20 and resume on September 20. There is no second queue this year. Having registration closed presents a hardship for some students who want to reschedule fall classes, or who could not get in all the steps necessary to register earlier. But opening up this period presents problems to departments in providing overrides for missing instructors and in reserving spaces for new student registration. If we are to try an open period we need to know soon. Colleges are asked to get back to Mary Koskan within a week or two.