Meeting Minutes: April 5, 1999

Present: William Beyer, Steve Carnes, Don Chamberlain, Chuck Dahl, Anne Daly, Carol Francis, Bill Ganzlin, Francine Garon, Caroline Gilbert, Tom Gilson, Susan Hunter Weir, Lisa Jore, Laura Coffin Koch, Mary Koskan, Karl Lorenz, Sarah Moe, Farzaneh Nabavian, Earl Nolting, Bree Norlander, Kelly Pearson, Steve Pearthree, Terry Petek, Peggy Phan, Jude Poseley, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Pat Roth, Jim Rowan, Cindy Salyers, Jan Schlueter, Ben Sharpe, Karen Starry, Judy Swanson, Amy Winkel

Minutes of March meeting approved

Announcements:

Mary Koskan handed out the final draft of the Enrollment Verification Form. Mary requests final input by April 12.

Ben Sharpe announced that he is willing to share his IT course transfer database with other Apple users. Contact Ben for details.

Terri Petek announced that she will be leaving the University and the Twin Cities this spring.

Student Accounts Receivable update - Pat Roth announced that she is quite short staffed in the Student Accounts Receivable area due to recent resignations and medical leaves. She is trying to hire and train to fill those gaps soon.

Late registration fee plan (which is a charge per class):

-$10 charge per class for 7 days before term through 1st week

-$20 charge per class through the end of the 2nd week

-$30 charge per class after the end of the 2nd week

Requests for waiver of the fee will be handled by OTR at the service centers; issues and exceptions are being addressed.

At this point, PeopleSoft permitting, the payment schedules are:

-33% is due at the 1st due date

-50% of the remaining balance is due at the 2nd due date

-100% of the remaining balance at the 3rd due date.

And depending on final PeopleSoft programming, the first installment must be paid in order to

be eligible for the installment payment plan.

Proposals are being considered for an installment option fee of $10 and a late payment fee of $30.

Enterprise project communications Report from Jude Poseley, Enterprise Communications.

Handouts were distributed from literature produced for Duluth to be modified for the Twin Cities. RAC input is being sought before the Twin Cities literature is put to press. Strategy is to broadcast/advertise the 5 most commonly encountered problems for registration and their solutions.

Various data/reporting questions under PeopleSoft were encountered. Answering the questions will require someone from the PeopleSoft project. (OTR will arrange for more information about reporting to be presented at a RAC meeting). Specific questions revolved around where to get data currently supplied by the section status reports, course inventory reports, etc.

Summer only non-degree status Tom Gilson reported on summer-only registrations and shared that summer only students are not identified with a college of registration, therefore will be considered University College students. The college of registration receives 25% of the funds from a class while the college owning the class receives 75% of the funds.

UC registration dates Ann Daly reported that we should go with the RAC recommendation dates for UC open registration.

Cancel/Add deadlines Mary Koskan sought input for cancel/add dates in Intersession, 2000. RAC recommended:

May 22-23, no approval necessary to cancel/add

May 24-25, No approval to cancel, instructor approval to add

May 26-31, no approval required to cancel, instructor and college approval to add

June 1-9, college approval to cancel, instructor and college approval to add.

Mary also distributed Class Entry Permissions options to use under PeopleSoft.

Leave of Absence policy CUD thanked RAC for its recommendation for common Leave of Absence and Leave Without Absence policies and requested RAC draft a policy. A sub-committee of Ben Sharpe, Cindy Salyers, Carl Lorenz, Kelly Pearson, and Lonna Riedinger was formed to create a draft policy.

PS Training/ Permissions/Tracking flags Vickie Roberts asked members to find out who may need registration training because of currently having system access to deal with CC, CD, CE, or CS hold codes. Vickie also requested the RAC members to look through the tracking flag/hold

code lists being converted to PeopleSoft data and bring concerns to her attention.