Meeting Minutes: March 1, 1999

Present: Jane Anderson, Roberta Armstrong, Josh Borowicz, Steve Carnes, Don Chamberlain, Nancy Cook, Chuck Dahl, Anne Daly, Gail Fraser, Bill Ganzlin, Caroline Gilbert, Chris Gordon, Paul Hesterman, Susan Hunter Weir, Eric Karlstad, Cindy Kato, Mary Koskan, Judi Linder, Karl Lorenz, Sarah Moe, Farzaneh Nabavian, Linda Norcross, Bree Norlander, Kelly Pearson, Steve Pearthree, Terry Petek, Jan Reifsteck, Lonna Riedinger, Vickie Roberts, Alice Ross, Cindy Salyers, Jan Schlueter, Ben Sharpe, Karen Starry, Paula Swanson, Sue Van Voorhis, Amy Winkel

Minutes of February meeting approved

Announcements:

Mary Koskan distributed a draft enrollment verification information sheet for review.

The service hours for the west bank skyway location are:

When classes are in session - Mon, Tues 8:00 to 5:30, Wed - Fri 8:00 to 4:00.

When classes are not in session - Mon - Fri 8:00 to 4:00.

CSOM has approved a business minor for non-CSOM students starting fall 99. Space is limited. Application procedures will be coming.

Senior citizen registration - There are about 50 students a term taking classes under the senior citizen program. We have allowed those in degree programs to register prior to the second day of class. But this has presented problems. Proposed and approved that all students in this program will registrar on or after the second day of classes. Overrides can be granted by the college for special cases.

Approvals in PSoft - PeopleSoft has very limited ability to deal with registration overrides. In PSoft an override is an override - it overrides everything. And while there are two ways to put in overrides - magic number for student self registration and registration screen input for staff use - only one way can be used for any given course section. A modification to allow for more sophistication is on the way, but will not be here for at least a year or until the PeopleSoft program is more stable.

Colleges and departments need to work together to decide what type of overrides will be used for what courses and who will enter the manual overrides. Note: by the time an override has been entered, 90% of the effort to register the student for the course will have been completed; OTR recommends, for reasons of efficiency and student runaround prevention, that the course registration be competed at the time of override entry.

A sub-committee of Ben Sharpe, Anne Daly, Steve Carnes, Lonna Riedinger, Vickie Roberts and

Mary Koskan will look further at this process.

PeopleSoft update - The system implementation is basically on schedule. It will not immediately provide all that we want; it will have some glitches, but it will work. Roberta Armstrong cautioned that we have very limited ability to make changes.

One ongoing concern is system response time. Please call the help desk with specifics if you are experiencing slowdowns.

A new version (7.5) of the software is planned to be implemented in May. It will contain more functionality and some fixes, but the changeover may cause some problems.

15 credit status - The Spring Quarter Class Schedule has an insert stating that students who register for 15 or more credits will get registration queue priority for Fall Semester, 1999. Please disregard the insert in the Spring Quarter Class Schedule as the University will NOT be implementing this policy.

Even though there will be no registration queue priority for taking 15 credits, we continue to encourage students to register for at least 15 credits each term to assure timely graduation.

Summer only status - A proposal to do away with our several non-degree statuses (adult special, summer only, cee-night) and have only one category was put forth. There were a number of concerns with this. The issue will be discussed again next month.

Registration for new, UC, non-degree seeking students - Anne Daly distributed a proposed registration schedule for UC non degree students. This was briefly discussed and will be discussed further next month.

Refund schedule in semesters - A proposed Cancel/Add schedule for semesters was distributed. This also will be discussed further next month.

Common Leave of Absence Policy - Ben Sharpe proposed, and RAC approved, a recommendation to CUD that the lower division colleges develop a common leave of absence policy.

Complete Cancel/One Time Drop - An updated copy of the undergraduate colleges complete cancel/ one time drop summary sheet was distributed.