

RAC/PRAC
July 10, 2006

Present: Gary Andersen, Paula Brugge, Jackie Carlson, Nicki Cook, Dan Delaney, Laura Ericksen, Tina Falkner, Marci Freundsuh, Michael Galegher, Laurie Gardner, Kit Gordon, Sarah Groskreutz, Carol Gross, Emily Holt, Pam Klopffleisch, Jennifer Koontz, Mary Koskan, Andrew LaChapelle, Linda Lindholm, Aileen Lively, Margo Mueller, Jessica Murra, Stephanie Nichols, Kathy Nolan, Ingrid Nuttall, Jan O'Brien, Cindy Pavlowski, Lonna Reidinger, Vickie Roberts, Genny Rosing, Deanne Silvera, Clare Strand, Danielle Tisinger, Hanae Tsukada, Kendra Weber, Kasi Williamson, Amy Winkel, Kris Wright

Introductions

Announcements: Amy Winkel announced that modifications to the class list report are complete and in production. These modifications include removing grading basis from all Class List reports except for UMNTC classes in the MED or LAW career. Only those staff who will see the student ID are those with private student data access or class instructors. The student group report now includes the expected grad term and ethnicity. When using this report, make the student group is active for the first day of the term; when changing to inactive, use the day after the term end date.

Ingrid Nuttall introduced Kasi Williamson to the group. Kasi is the new communications coordinator replacing Judith Shalaby in the Office of the Registrar. Kasi will be handling tuition and fees information, as well as the policy PDF available on the One Stop Web site.

Linda Lindholm asked Mary Koskan if student in-person traffic has decreased significantly in the One Stop centers; Linda has noticed this trend in the School of Journalism. Mary Koskan replied it depends on the time of year; in general, moving information online has decreased in-person traffic. In the fall, Mary Koskan will provide statistics and a comparison from last year. Email is climbing. Most walk-in traffic concerns financial aid issues.

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

Dept R25 training: Nancy Peterson provided the group with an update of Resource 25 (R25) training. The rollout of R25 will be made available to all departments on the Twin Cities campus beginning fall 2006. The use of R25 by departments to manage their departmentally-owned space has been mandated by the University; a letter to this effect was sent to all deans, directors and department heads in May, 2006. The Office of Classroom Management is offering an R25 training program; training is required before one get access to the system. Also, there will be a series of workshops on the Twin Cities campus; half of these classes designed to bring more information about R25. More information about training classes, including how to register, is available at <http://www.classroom.umn.edu/resource25/resource25.asp>.

PeopleSoft 8.9 update: Aileen Lively provided the group with an update on the PeopleSoft version 8.9 upgrade. Student records testing is complete; Office of the Registrar staff, including business analysis, the training team and APAS/DARS staff also participated in the browser testing, batch cycle testing and cross-functional testing. The Training Team also looked at security rolls to make sure all users have the correct access when we go live. The new version will be able to handle 1,680 concurrent users; this is up 25 percent. Work is also being done to increase the connection pool. The final sign-off for the upgrade is Friday, July 14 at 11:30 am. Nothing significant should prevent the upgrade from starting on time. The view-only instance of 8.0 will be available Saturday afternoon between 2 and 4 pm. The Office of the Registrar is starting to look forward to post-upgrade work. Currently, there are 77 open work requests. Analysts are working on procedures for upgrades to improve the testing documentation. There is also a list of larger projects that will be assigned over the course of the next year.

Mary Koskan asked if there is a possibility the system will be available before July 24. The answer is yes, however July 24 is the guaranteed date. A message will be sent to SA-live if the system becomes available before July 24.

Vickie Roberts noted that regarding transcripts, the web request application will go down at 2:30 pm on Friday, July 14. While the system is down, the Office of the Registrar will not be printing official transcripts unless it is an emergency. Those students who have an emergency can come into a One Stop Student Service center. Staff will be unable to print certifications.

Jackie Carlson asked for verification that the upgrade has an impact on “View Grades” and supplemental grading; that is correct. It was also noted that students view their student account and can make payments using UM Pay, however the student account will not be updated once a payment is made until after the upgrade.

Margo Mueller noted that regarding APAS, the system will be pointing to the temporary file. Staff will still be able to do exceptions. Admissions will still be doing transfer work; this will show on APAS but not on the PeopleSoft transcript until after the upgrade.

Tina Falkner encouraged the group to contact the Training Team at 612-625-2803 if it seems as though something isn't working right. Tina also encouraged the group to pay attention to any messages posted on the listserv.

Upgrade communications: Ingrid Nuttall provided the group with an update on communications efforts for the upgrade. Regular updates have been provided in the Record and Brief newsletters. Messages have also been sent via the SA-Live listserv regarding required training. A web page has also been created and is located on the One Stop Web site at <http://onestop.umn.edu/onestop/staff/Version_8.9_upgrade.html>. Communication is being sent to students enrolled for summer and fall courses; a message has also been posted on all One Stop Web pages notifying users of the upgrade and how it may have an impact on their Web services. Ingrid noted that she had also worked with

William Dana and Travis Trautman on the alert message that will appear when a user tries to access an unavailable Web application.

Clare Strand asked how students who are not currently enrolled are being notified; Ingrid replied that information is posted at the top of the One Stop Web page created for the upgrade notifying students whom they should contact. This page is linked in the alert message as well.

Upgrade training update: Gary Andersen provided the group with an update on training efforts for the upgrade. Training has been completed for 1,169 users; as of Monday, July 10, 200 people were enrolled in upgrade training sessions; 269 have yet to be enrolled (Note: as of July 17, this number had dropped to 200 users). The Training Team is going to send another message to the SA-Live listserv to encourage those who have not registered for training to do so. Upgrade training will be offered after the upgrade for a period of time. At some point, this training will cease and users who have not attended training will be required to go through the entire Student Inquiry class again.

Tina Falkner asked when access will be removed; this will occur the week of the upgrade.

Jackie Carlson asked if some of the session names have changed. Gary Andersen noted that yes; “pre-registration” will now be called “student records update.” There may be additional name changes in the future.

High School Prep Student Groups: Margo Mueller updated the group regarding a report request. Tracking of students High School Prep requirements is currently done using students APAS reports and is triggered by active High School Prep student groups in PeopleSoft. A request has been made to create a report of students who have completed High School Prep requirements so the student group that triggers a particular High School Prep requirement can be inactivated once it is completed, meaning the requirement will no longer appear on a student’s APAS report. When resources are available in Information Management Systems (IMS) and ASR, a report will be created for colleges and campuses to identify who those students are. Until that time, ASR, will inactivate those High School Prep student groups that have been completed for Twin Cities campus students; this will be done after grades are posted for each semester. Questions can be directed to Margo Mueller at m-muel@umn.edu .

SISWG update: Tina Falkner updated the group on the work of the Student Information Systems Working Group (SISWG). A final draft of the group’s recommendations is being reviewed and will be sent to Craig Swan shortly. The group is recommending creating a system that is a hybrid of something currently used by the General College and a different system used by the College of Biological Sciences. Essentially this will be a system to facilitate electronic notes for advisers, policies and procedures (central and collegiate) and a way of tracking students for advising reports. This system should integrate with PeopleSoft and ImageNow.

Academic Support Resources: Ingrid Nuttall notified the group that the name “Office of Enrolled Student Services” has been officially changed to “Academic Support Resources” (ASR). All individual units falling under the umbrella of ASR will retain their individual unit names. The goal of this change is to better reflect the mission of the unit and the broad range of constituents ASR serves.

ACG and SMART grants (Note: this was an agenda item added during the meeting): Kris Wright provided the group an update of two new grants the Office of Student Finance will have to administer this year. Two new grant programs will be operational for the 2006-07 award year: The Academic Competitiveness Grant program (ACG) and the National “Science and Mathematics Access to Retain Talent Grant” program (SMART). Both programs require eligible students to be U.S. citizens; enrolled full-time; and Pell Grant recipients.

ACG is available to first and second year students enrolled in a two-year or four-year degree program. Eligible students must have completed a rigorous secondary school program of study; eligible programs must meet at least one of the following criteria: state designated high school program; successful completion of AP or IB courses and tests; successful completion of specified curriculum. Specified curriculum includes all of the following:

- 4 years of English;
- 3 years of math;
- 3 years of science;
- 3 years social sciences;
- 2 years foreign language

For the first year of eligibility, the student must not have been previously enrolled in a program of undergraduate education. For the second year, the student must have a GPA of at least 3.0. Grant funding is \$750 for the first year and \$1,300 for the second year.

SMART is available to third and fourth year students enrolled in a four year degree program. Eligible students must be majors in science, computer science, technology, math or certain designated foreign languages. Students must also have a cumulative GPA of at least 3.0. Grant funding is \$4,000 for each year.

More information regarding these new programs will be available at the August RAC meeting

Danielle Tisinger noted there was no mention of pre-college programs as qualifying for the rigorous study requirements. Kris Wright stated that so long as a student has completed the curriculum requirements, pre-college programs should qualify. Kris also noted if a student doesn't have the requirements, they can't make them up.