

## UNIVERSITY OF MINNESOTA

### Registrar's Advisory Committee Agenda and Minutes

Date: Monday, January 10, 2022

[Zoom recording](#)

#### Topics

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## Announcements

### HEERF funding for spring 2022

Tina Falkner, [rovic001@umn.edu](mailto:rovic001@umn.edu)

The last round of HEERF funding for spring 2022 is scheduled for early-February. The primary focus will be block grants for low-income students but a portion of the funds will be allocated to emergency grants for undergraduate students. Graduate students will not be eligible for HEERF emergency grants but there are still institutional grant funds for which graduate students can apply.

### Electronic SAP Appeal Form for all students

Ryan Ceresnak, [rceresna@umn.edu](mailto:rceresna@umn.edu); Kristin Van Dorn, [vando027@umn.edu](mailto:vando027@umn.edu)

An electronic SAP Appeal form was developed in Jadu for students, advisors, and Directors of Graduate Studies. This work was a collaborative effort between a working group of advisors, One Stop, graduate program coordinators, and communicators with additional feedback from the Twin Cities Working Group on Undergraduate Academic Policy Implementation (UAPI).

The new form will provide a single student form for SAP appeals with appropriate routing and conditional information automatically displayed. We hope this creates a better experience for students and University staff.

The timeline provided on the form allows for some flexibility for advising staff, noting that, "After you submit this form, your advisor (or Director of Graduate Studies for doctoral students) will review your appeal and provide their assessment. Once their assessment is submitted, the appeal will be forwarded to the Office of Student Finance (OSF) for review and processing. You will receive notice of their decision within 5 business days of OSF receiving your appeal."

While the process may feel punitive for some students, that is not the intent, and work is being done to make it feel less so, especially in regards to maximum credit limits. This process is also subject to federal regulations in that the University is required to report on what grades were prior to S/N changes or when a student retroactively withdraws to accommodate their GPA calculations.

[\*\*A guide and screenshots of the form and communications is available.\*\*](#)

Here's who to contact for questions related to the new SAP appeal process:

- Technical/workflow questions: Ryan at [asrprojectsupport@umn.edu](mailto:asrprojectsupport@umn.edu)
- SAP Appeal process questions: Kari at [kzakaria@umn.edu](mailto:kzakaria@umn.edu)
- General questions: Kristin at [vando027@umn.edu](mailto:vando027@umn.edu)

**QUESTION:** What are the GPA differences?

**Answer:** The GPA differences occur when a student has retroactively withdrawn from courses or changed an A-F grade to S/N. When calculating SAP, Federal regulations require us to report an original grade and number of credits for any classes that students retroactively withdraw from. That also includes when they change a grading basis (e.g., when they go from A-F to S/N). Since we allowed our students to change their grading basis after they got a grade, we have to use the original grade. This means that their cumulative GPA for SAP processes for financial aid federal guidelines will be different from their University cumulative GPA.

**QUESTION:** Is the SAP workflow implemented now? Or still being developed? Are these forms being routed to the college advisor directly or the college's defined email for other similar automated processes? What happens when the advisor is out on extended leave?

**Answer:** Yes, it is implemented now and will be routed directly to the student's advisor that they input on the form. There will also be reminder emails that get sent to the advisor and, for undergraduate student appeals, the main advising departmental email after a certain number of days that an advisor has not responded. For some graduate programs, we know that students are requested not to contact their main advisor directly. We are relying on programs to provide their students with directions that are applicable to their particular situations as we know there are a lot of differences in how programs approach this process and who the points of contact are that we can't necessarily account for in building out a single, centralized process.

**QUESTION:** Are there any considerations for programs that use advising committees? Will the electronic form be sent to all advisors on the committee?

**Answer:** The form allows for a student to look up and enter the contact info for whom the form should be routed to. This can be changed to a departmental email address or a different person than is automatically populated. We'll rely on the programs and colleges to communicate with those students about who the appropriate point of contact is.

**QUESTION:** Are SAP appeals routed to Honors advisors or are they routed to the college of the Honors student?

**Answer:** Students are manually inputting their advisor. It is up to the college and the honors program to determine to which advisor students should be sending these.

**QUESTION:** Did the colleges have input on this process before the routing was planned?

**Answer:** Yes. Routing instructions are the same as the paper process. We worked with a very large working group and also with UAPI to understand a lot of different scenarios and how they should be handled. A consensus was reached among undergraduate advisor reps that reminder emails should be sent to central advising department emails if the advisor does not take action.

Further questions can be addressed to:

- Ryan, rceresna@umn.edu - Technical/workflow questions
- Kari, kzakaria@umn.edu - SAP Appeal process questions
- Kristin, vando027@umn.edu - general questions

## Presentations

### Student Vaccinations

*Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu); Stacey Tidball, [tidball@umn.edu](mailto:tidball@umn.edu)*

The process that was used in fall will be used again in spring. Current students are required to complete their vaccination attestation or have an approved exemption on file (holds went on in mid-October). Exceptions to this are CIS students, non-credit students, and new admits (they will comply for fall 2022 registration). A daily automated process checks for compliance and removes holds (does not add them). Student employees are required to complete both the student requirement and the employee requirement (i.e., upload proof of vaccination in addition to attestation). Exemptions (i.e., religious or medical) will be ported over to the employee requirement in PeopleSoft later in January

Registration holds (AG2) will be placed on March 10, 2022, for Spring 2022 admits and other eligible students not previously included in the attestation process. Conversations are underway regarding booster shots and timing and expectations for students who will be admitted to the University for Fall 2022. As a reminder, holds are placed one time for eligible students (first time in October, next will be in March). Each evening, an automated process runs to check for compliance and remove the holds.

Boynton Health Services is managing the exception process and doing additional audits for compliance and in some cases, they may place a hold that cannot be removed by the attestation process (AG3) and they will work directly with the student to help them complete the process.

Ongoing conversations about boosters are underway and details will be shared as they are known. Decisions about the approach and timing for NHS students are also still pending, but we are expecting the process to evolve and require all students to upload images of vaccination card(s). Even though these decisions are not yet decided, there is already thought on how to handle this on the student record in a clear and transparent way.

**COMMENT:** Whatever the process, we need to have options for folks who have lost their cards.

## DegreeCat project update

*Santiago Fernández-Giménez, [ferna010@umn.edu](mailto:ferna010@umn.edu)*

### Updated project timeline

As mentioned in the December update, the formal testing of Stellic was delayed. This delay necessitated an adjustment to the timeline of the project. While some details are still being decided, the new timeline has work continuing through to March 2022 with Wave 1 advisors getting early access to learn and become comfortable with the system. The Wave 1 partner schools would have their students using Stellic as soon as May with the rollout to remaining undergraduate students completed before the start of fall 2022.

The initial timeline had a launch of Stellic for the Wave 1 partners by January 30, 2022, but this timeline had been created without a full understanding of all of the work required to have our system integrations working well. The project and the University is taking some time to learn while moving to cloud-based, vended solutions. The project is also prioritizing “getting it right” over “getting it done soon” because there is a need to establish trust in the system. It is taking some time to get accurate, actionable data into Stellic.

### Announcement of vendor selected to replace ECAS/PCAS/catalog

After a thorough RFP process that involved representation from all campuses and had extensive testing for usability, Coursedog was selected as the vendor to replace ECAS, PCAS, and the University catalog. Coursedog had the top score, especially in functionality and user experience, The scoring rubric was based on the project vision and using requirements gathered from University stakeholders.

Some highlights of Coursedog:

- Intuitive design with course and program workflow approval systems in the same interface with data deeply connected
- Ability to upload PDFs (e.g., syllabi) or other documentation
- System allows for publishing of accurate curricular data beyond the official catalog (e.g., department and collegiate websites, Admissions, major exploration tools, reporting tools)
- Glowing reviews from references

- Vendor eager to understand University needs so they can continue to improve their product
- The product design approach makes it easier to implement configurations and handle University complexities
- Able to articulate University program curriculum much better than other vendors
- University staff can easily configure workflows and forms without vendor support
- Robust reporting interface with features that allow for better reporting and data analysis

**COMMENT:** September 2022, with the start of Fall term, could be very challenging for Grad/Professional, but not clear on how the "degree" part might impact GPAS and other tools used by Grad/prof staff & students.

**Response:** Fall 2022 would be the beginning of the work for graduate and professional integrations. There wouldn't be any direct student impact at that time.

## RAC meeting structure

*Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)*

In recent months, we have been asking about the value of this group and its meetings. We learned that what most people value is having a connection to ASR and the other groups ASR works with. Other valuable things from RAC include hearing early about big changes that are on the way and having a place to hear about big topics being discussed in other venues. There was also a desire to have more opportunities to provide feedback and have influence over decisions.

We also need to keep in mind that there are other groups meeting (e.g., Advising Steering Committee, Student Services Leads) that cover similar topics. We have been repurposing content for meetings and written updates.

All of this information has led to a proposed change for moving forward. ASR would like to adjust our approach to the monthly RAC meetings. We will move to an every other month meeting cadence (there are some exceptions, see the slides) but will continue to provide comprehensive written updates on non-meeting months. We will also form a content advisory group to support the development of our agendas and will be moving more towards working group structures as needed to support our projects and ensure the voice of the community is present in our work.

Some other ideas moving forward include:

- Establishing working groups as needed (for specific work/initiatives), taking care to not conflict with established governance
- Holding "office hours" on non-meeting months if conversation desired on the written updates
- Evaluate the name of "RAC" to ensure it represents what the group is

**COMMENT:** Every other month sounds good. Slight preference for October over November.

**COMMENT:** For non-meeting months, have people with agenda items give video updates that people can link to.

Response: We have thought of this, but time is a limiting factor for video. May try with those presenters who have the capacity.

## **U of M Data and Reporting Updates**

*Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)*

ASR is seeking volunteers who can support future work on the transition of legacy UM Reports to new toolsets over the next few years. The Student workstream has 55 reports that need to be evaluated and transitioned by 2025, and input from the community will be critical in this work. This is not the start of this work, but it is the largest portion of it.

Looking for a group of volunteers (all careers) to:

- Document the business processes these tools support in the form of use cases
- Determine gaps in technology so we can advocate for what we need
- Create a plan for report transition that we continue to evaluate and re-prioritize as things evolve

Please reach out to Ingrid Nuttall if you are interested in participating. Participants may not need to be involved in every piece of work, rather be brought in as appropriate.

## **Written updates**

### **New EGT functionality being tested in APAS**

*Stephanie Sutton, [suttonst@umn.edu](mailto:suttonst@umn.edu)*

The APAS Team is currently testing new functionality to surface the EGT (Expected Grad Date) at the top of the APAS without the requirement of having an applied row (AG) in PeopleSoft. We hope to launch this change into production on January 23, 2022.

# Registrar's Advisory Committee Meeting

January 10, 2022



# Housekeeping

- Keep mics muted when not presenting, speaking or asking a question.
- Questions can be added in the Zoom chat.
- The meeting will be recorded and distributed to the RAC Google group.





# Meeting agenda

- Announcements
  - HEERF Funding
  - Electronic SAP Appeal Form
- Topics
  - Student vaccination update
  - DegreeCat
  - RAC meeting structure
  - U of M Data and Reporting updates

Don't forget to check out the [written updates](#).

# Announcements



# Announcements

- HEERF funding for spring 2022 - Tina F.
- Electronic SAP Appeal form - Kristin



# Electronic SAP Appeal Form

## Goals

- 1 form w/ routing and conditional display.
- Address security & completion pain points by:
  - including context on the form
  - making some fields "required"
  - validating data where possible
- Build Perceptive Content integration into pre-existing workflow and maintain UGR group auto-assignment functionality.
- Review and update content.

## Things to know

- Working to make the process feel less punitive for those who **exceed maximum credit limit**.
- **GPA differences:** Federal regulations require us to include original grade and number of credits for any class the student retroactively withdraws from.
- **OSF's timeline is 5 business days.** We did not report a timeline for you.



# Student vaccination update

Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)

Stacey Tidball, [tidball@umn.edu](mailto:tidball@umn.edu)



# Current process

- Current students are required to complete their vaccination attestation *or* have an approved exemption on file (holds went on in mid-October)
- Exclusions
  - CIS students
  - Non-credit
  - New Admits (they will comply for fall 2022 registration)
- Daily automated process checks for compliance and removes holds (does not add them)
- Student employees are required to complete both the student requirement **and** the employee requirement (i.e., upload proof of vaccination in addition to attestation)
  - Exemptions (i.e., religious or medical) will be ported over to the employee requirement in PeopleSoft later in January



# Spring 2022 process

- Communication to spring 2022 admits and other eligible students is underway; holds will go on their records on March 10, 2022
  - These will hold for fall 2022 registration (not summer)
  - Currently, attestation is required for the first two shots or J&J
- Reminder: OTR places holds one time; Boynton may place A registration hold if they find students are out of compliance. Only Boynton should be removing holds outside of the automated process.

# Moving forward

- Ongoing conversations about boosters are underway; details will be shared as they are known
- Decisions about the approach and timing for NHS students are also still pending
- Expecting process to evolve and require all students to upload image of vaccination card(s)





# Questions?

**Contact:** Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)  
Stacey Tidball, [tidball@umn.edu](mailto:tidball@umn.edu)



# DegreeCat Update

Santiago Fernández-Giménez, [ferna010@umn.edu](mailto:ferna010@umn.edu)



# DegreeCat Project

Combined project effort to update multiple systems

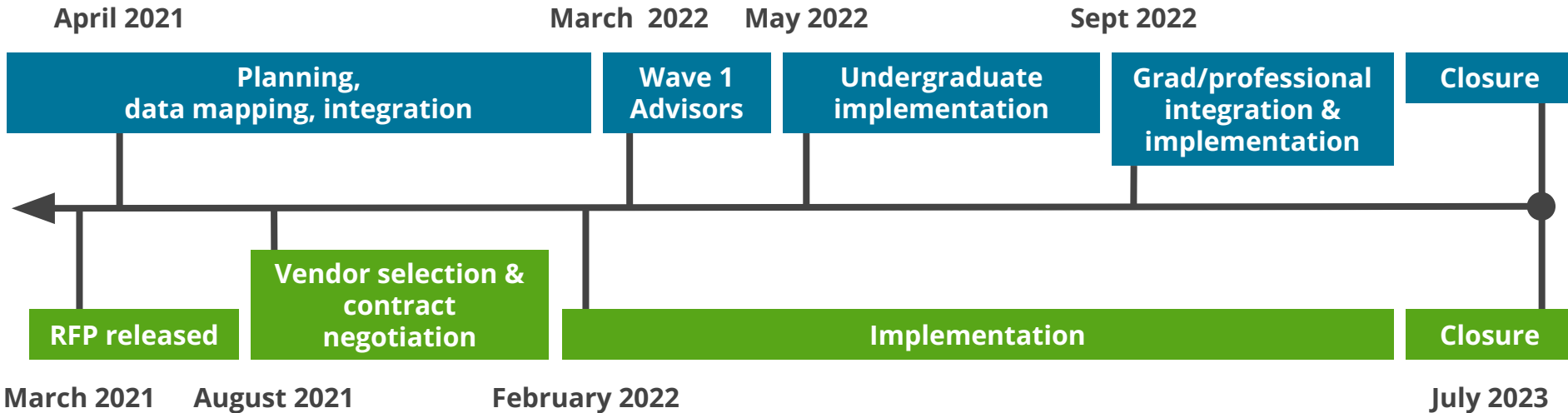
- **Degree** Planning
  - Schedule Builder
  - Graduation Planner
- **Cat**alog & Curriculum Management
  - ECAS
  - PCAS
  - University catalog



# Updated timeline



# Degree Planning: Stellic

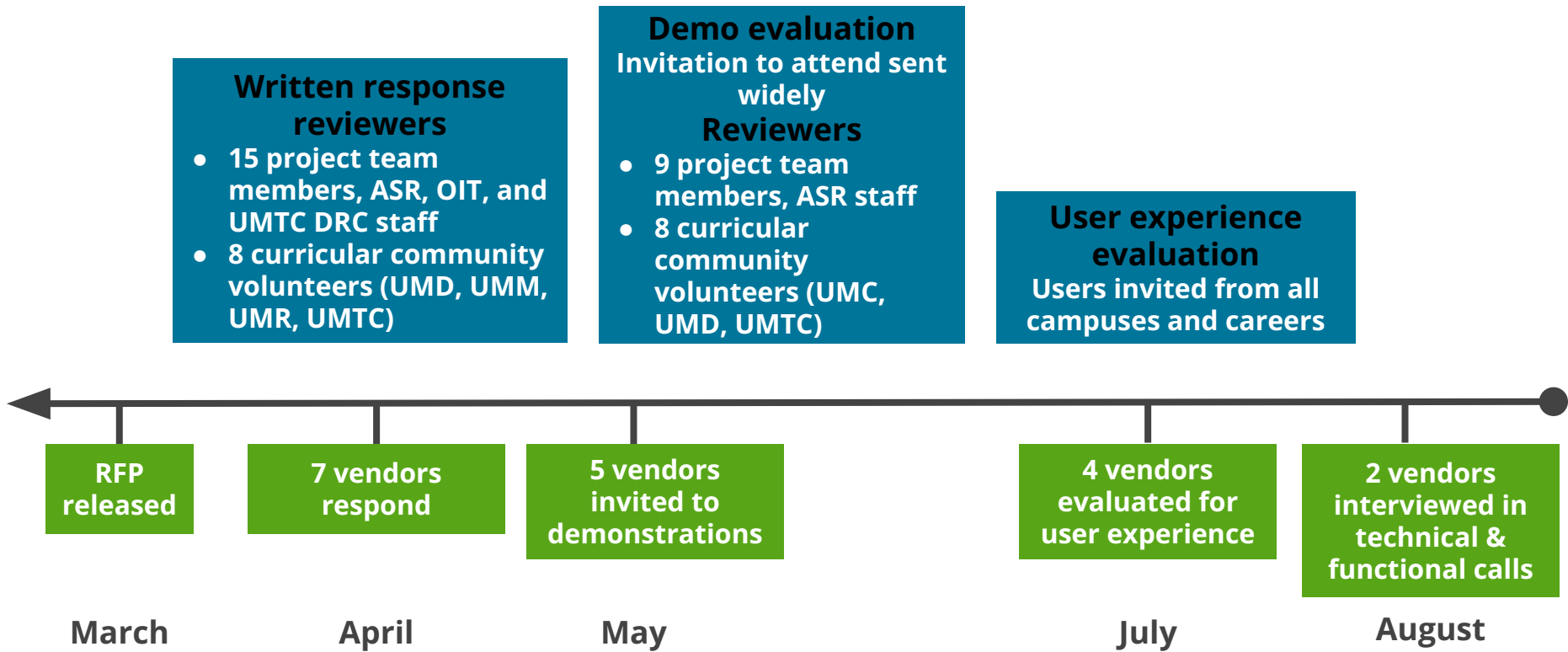


# Catalog and Curriculum Management: Coursedog



# Vendor selection for ECAS/PCAS/Catalog replacement



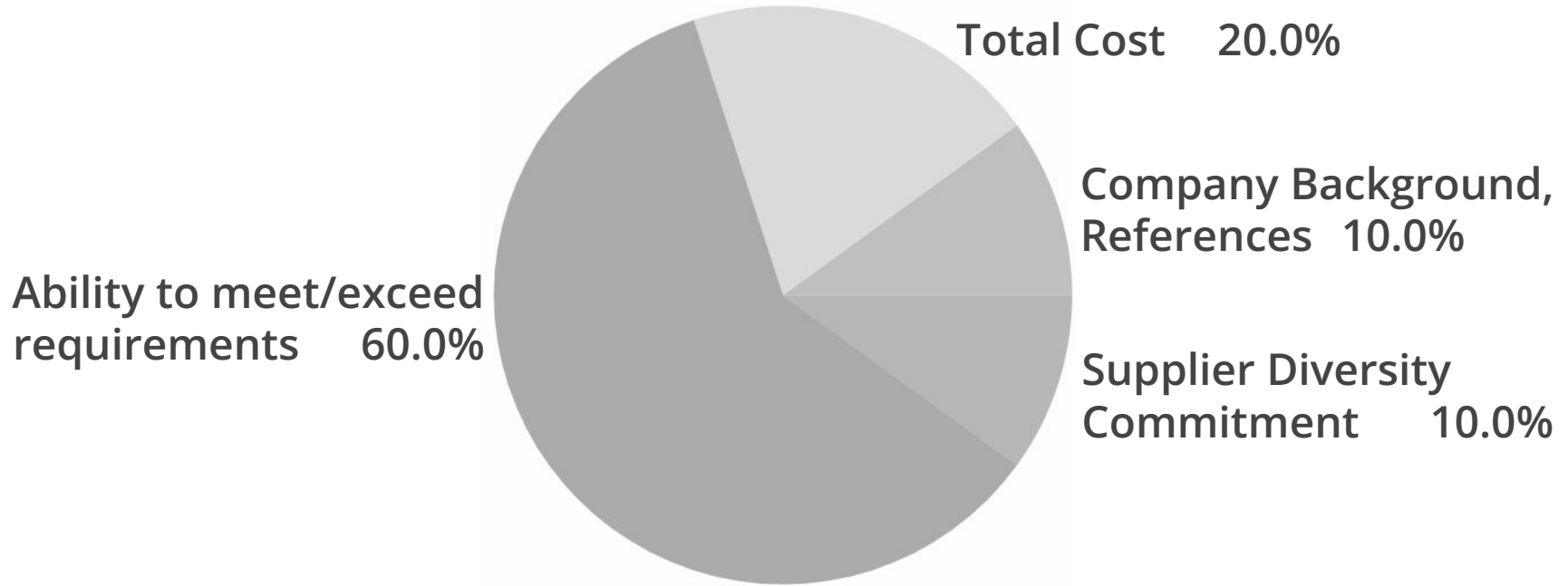


# RFP Process Overview

2021



# RFP weighting





### Current ECAS and PCAS users

- Entry users
- Approval users

### UMTC Disability Resource Center

- Digital Accessibility Analyst

### ASR and OIT staff

- Trainers
- Business analysts, administrators

**User experience evaluation**  
Users invited from all campuses and careers

RFP released

7 vendors respond

5 vendors invited to demonstrations

4 vendors evaluated for user experience

2 vendors interviewed in technical & functional calls

March

April

May

July

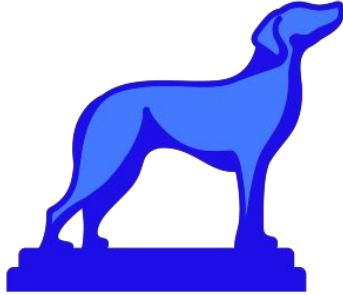
August

# Accessibility/Usability/Sandbox testing

2021



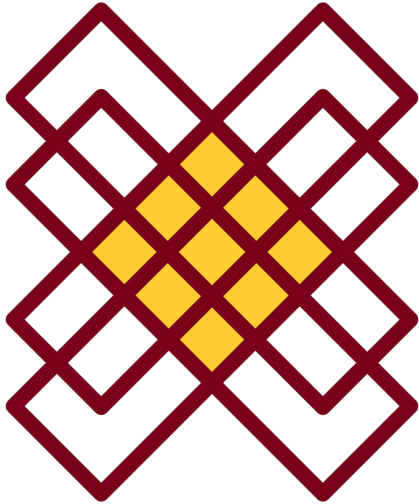
# Vendor Selection



Coursedog

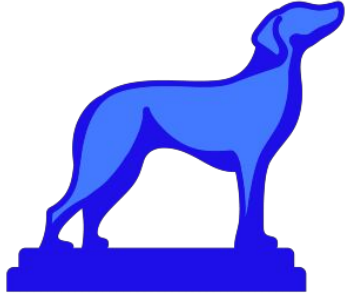
- Leading scorer, especially in functionality and user experience
- Scoring rubric based on DegreeCat Vision and requirements gathered from University stakeholders

# DegreeCat Vision



- Holistic, shared ownership/governance by our curricular community
- Usable and useful systems with end-user focus
- Policy and process integrated into workflows
- Flexible and transparent system that handles the entire workflow
- Easier access to actionable data
- Seamlessly integrated systems
- Data managed to support students and users

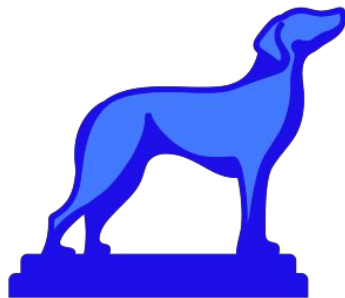
# Usable and useful systems with end-user focus



## Coursedog

- Highest scorer in user experience testing
- Intuitive design
- Implementing new features at high rate, responsive to clients
  - Gushing reviews from references
- Eager to understand our needs and continue to improve product

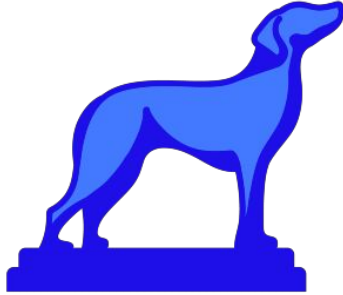
# Flexible and transparent system that handles the entire workflow



## Coursedog

- Design approach makes it easier for Coursedog to implement configurations
- Able to handle University complexities
- University staff can easily configure workflows and forms without vendor support
- Coursedog was able to articulate our program curriculum much better than all other vendors

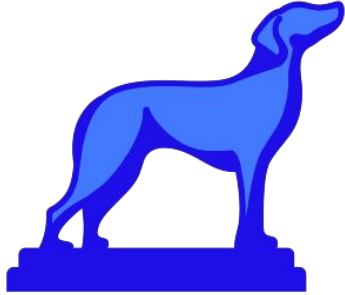
# Easier access to actionable data



## Coursedog

- Robust reporting interface
- Interface features that allow for better reporting, data analysis
  - e.g., Course dependency field shows how a course connects to the wider curriculum
- Ability to upload PDFs or other documentation

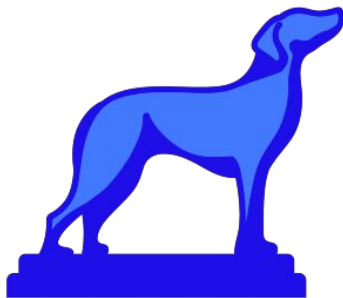
# Seamlessly integrated systems



Coursedog

- Course and program workflow approval systems in the same interface
- Common visual appearance
- Course and program data are deeply connected
- Integration/implementation approach preferred by OIT and UDIR

# Data managed to support students and users



## Coursedog

- An easier-to-use and configure system can help us provide a better user experience and get better data for our community of users
- API allows for the publishing of accurate curricular data beyond the official catalog
  - e.g., department and collegiate websites, Admissions, major exploration tools, reporting tools



# Questions?

**Contact:** DegreeCat Project,  
degreecat@umn.edu



# RAC meeting structure

Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)



# RAC is valuable!

## You said you value

- **The connection to ASR's work (broadly) & other groups ASR works with**
- Hearing early about big changes that are on the way
- Having a place to hear about big topics being discussed in other venues
- A virtual meeting format with recordings and minutes
- Agendas in advance

## But...

There is a desire for more opportunities to provide feedback/influence (though this is not the reason people attend RAC).

# Additional considerations

- New/continuing groups, meetings, and processes create additional opportunities for engagement
  - Advising Steering Committee
  - Advising Coordinators Group
  - Student Services Leads
- Repurposing content in meetings and written formats has pros & cons
- Twin Cities “focus” with system-wide context
- Desire for more of a two-way engagement



# Moving forward

## Monthly updates

- Virtually meet every-other month (January, March, May, [July/August](#), [October/November](#))
- Written updates in non-meeting months
  - Is there anything specific that would make these valuable?

## Establish a RAC Content Advisory Committee (RACCAC?)

This group would help to ensure our agendas are targeted to what is relevant to you. Contact [ingridn@umn.edu](mailto:ingridn@umn.edu) and [ande7947@umn.edu](mailto:ande7947@umn.edu) if you are interested in participating.

# Moving forward, other ideas

- Establish working groups as needed to connect key ASR work to the voice of the community
  - Avoid conflicting with established governance or other advisory groups
  - Likely “transitory” in nature
- Hold RAC “office hours” on non-meeting months for deep dives into shared content (attendance optional)
- Evaluate name of RAC to ensure it represents the group’s identity



# Questions?

Contact: Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)



# UM Data and Reporting Updates

Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)





# Context

- ASR represents the student “pillar” on the University’s Enterprise Data Management and Reporting (EDMR) Steering Committee.
  - a. Support prioritization of technical work
  - b. Endorses best practices and policies
  - c. Data integration and alignment
- We also serve on the Data Governance Council which focuses on:
  - a. Formalizing data definitions to support decision-making
  - b. Promoting data as a valuable asset
  - c. Ensuring data integrity
  - d. Collaborating to improve data confidence and accessibility



# Recent work highlighted at EDMR

- Critical update of UM Analytics to Oracle Analytics Software (OAS) application
  - New tools for data connectivity and presentations
- Delivery of tuition attribution dashboards
- Data literacy oversight
- Best practices with provisioning, deprovisioning, and access
- Ongoing build-out of subject areas in our Enterprise Data Warehouse (EDW)
- Continued focus on “retirement” of Legacy Data Warehouse which means reports will need to transition to new tools
  - Target date of 2025

# UM Reports Retirement Progress - 2021

	Previously Retired	2021 Goal (May 6, 2021)	2021 Actual (Dec 1, 2021)	Total Remaining
Finance	15	2	3*	39
HR	23	9	12	1
Student	14	17	13	55
OIT	0	8	0	8
Shared	0	0	0	7



\* Retired by end of 2021

# Going forward

- Document the business processes these tools support in the form of use cases
- Determine gaps in technology so we can advocate for what we need
- Create a plan for report transition that we continue to evaluate and re-prioritize as things evolve
  - A word on scope

Need volunteers for a working group to help with this.

- All careers
- May not need everyone involved in every piece (can pull folks in as needed)

# Questions?

Contact: Ingrid Nuttall, [ingridn@umn.edu](mailto:ingridn@umn.edu)



# Thanks, everyone!

*Have a great week.*

