

**RAC/PRAC**  
**February 7, 2005**

**Present:** Shuji Asai, JoAnn Ash, Paula Brugge, Pam Cook, Gary Cooper, Dan Delaney, Julie Ann Edin, Tina Falkner Tracy Fischer, Tom Fitzgerald, Carol Francis, Teresa Fruen, Bill Ganzlin, Laurie Gardner, Carol Gross, Emily Holt, Sarah Hosfield, Barbara Jensen, Kitty Jones, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, Dave Krueger, Andrew LaChapelle, Jodi Malmgren, Judd Mowbray, Margo Mueller, Linda Norcross, Ingrid Nuttall, Jan O'Brien, Cindy Pavlowski, Amy Piculell, Lonna Riedinger, Vickie Roberts, Genny Rosing, Alice Ross, Cindy Salyers, Chris Schlichting, Lisa Shefchik, Clare Strand, Hanae Tsukada, Sue Van Voorhis, Mary Vincent Franco, Amy Winkel, Kris Wright

**Announcements:** Amy Winkel announced that there's a new grade submission report in production at UM Reports for looking at extended term grades and IDL courses. The report is called "Grade Submission - Extended Sessions/IDL." It can be found in the "Student & Instruction" category and "Grades" subcategory.

Mary Koskan announced that the target date for posting the fall registration queue on the Web is March 28 and will begin with the letter "A."

Dave Krueger revisited the issue of entering information into the adviser panel in PeopleSoft (i.e. the labor intensive process). Dave suggested that the operator defaults could be enhanced so that, after the career is selected, the page would interrogate and pick up the current information from program plan. Dave asked if this would be a helpful solution.

Genny Rosing replied that this would not be a good approach for the Graduate School because, while they do enter the plan, there are multiple plans for students. Clare Strand said that Morris doesn't enter a plan so this would be more work on that campus. Pam Cook thought it was a good solution because not everyone enters the adviser information and this would be a good way to be consistent

Dave Krueger responded that this solution wouldn't update the adviser page. Lonna Riedinger said it was a great solution because currently, when no adviser is listed, there is no listing in UM Reports. Cindy Salyers corrected Lonna and noted that even if the plan is blank, the adviser is picked up.

Dave Krueger stated that whatever approach is taken, it must be universal. Another option would be for everyone to set their own defaults within operator defaults; however this will be problematic for those with multiple plans. Dave said he would write up the various options that are on the table and send it to the RAC list for comments.

Sue Van Voorhis reminded the group that the repeat policy dictates that even if a student repeats a course more than two times, the last most recent grade counts. Previous grades are bracketed on the transcript. Between 1999 and 2004, there were 196 cases where students repeated a course more than twice, indicating this is not a big issue.

**Review of January minutes:** There were no changes to the minutes. Ingrid Nuttall noted that everyone needs to make sure they sign the attendance sheet to avoid changes to the minutes after they have been posted online.

**CAS update:** Margo Mueller informed the group that for those using CAS, it will be moving to a bigger server that will continue to be hosted at MnSCU. Margo handed out a CAS brochure and encouraged everyone to take several copies. Paula Brugge noted that there are more brochures in Admissions if colleges require more. Paula also noted that she and Margo are happy to talk to departmental or college counselors about CAS if they want.

**IDL courses:** Margo Mueller revisited the issue of identifying IDL courses on APAS. Unfortunately, there's not an easy way to single these courses out on the APAS. However, IMS has two reports in production that will help. Amy Winkel handed out copies of two reports, "Academic Record" and "Registration Summary," which contain class session information. These reports can be found in the "Student & Instruction" > "Student Records" section of UM Reports. Both reports have the session listed for each course, and can be used to identify classes with extended sessions. Cindy Salyers is also doing enhancements to the Degree Applicant reports to flag a session that runs past the regular session. Amy Winkel noted that the Academic Record report can be sorted; anyone can send Amy a list of sort options they would like to see to a-wink@umn.edu.

Linda Norcross asked if this meant that IDL courses will not be identified on APAS. Margo Mueller stated that this is correct, they will not be identified. Linda reiterated that APAS is the advisers' main tool and going someplace else for the information is inconvenient. Margo Mueller explained that course designators or course numbers don't identify courses as IDL, meaning that a programming change would be required to have them identified on APAS. Sue Van Voorhis noted that this issue will remain on the table.

**OESS Net operational calendar and key calendar dates:** Tina Falkner asked the group if they use the OESS Net operational calendar and, if so, are there any additional dates that people would like to see on it. People stated that they did use it. It was requested that a date be included for when batch permission numbers are run. Lonna Riedinger requested that the run date of the discontinued report be added. Pam Cook requested that the run date of the 13 credit exemption probation report be added. Other suggestions were there due date for health insurance information and class schedule availability date. Tina stated she would run a draft of the new calendar with dates by the group when it is ready.

Ingrid Nuttall stated that the academic calendar for students is also in the process of being redesigned. Ingrid asked the group if a list of events for which dates many semesters out would be given would be helpful (for example: a link online to "Registration date" with a list of only registration dates for fall 05, spring 06, summer 06, fall 06, etc.). Everyone seemed to like this idea. Ingrid stated that she would run it by the students at the One Stop Advisory meeting and update the group when more information was available.

**Near and long term initiatives discussion:** Sue Van Voorhis informed the group that this agenda item is related to the strategic planning initiative distributed by Provost Sullivan the

previous week. Subcommittees for this initiative were formed; one being the Student Support Services subcommittee which Lincoln Kallsen and Sue are leading. Sue distributed the agenda from the group's first meeting along with some long term strategies that she had identified thus far. Sue asked the group for their help thinking about near and long term initiatives that would help students. She asked the group to think broadly, from perspective students to alumni, and encouraged all ideas.

The list the group suggested was: Better financial aid flow between campuses; active x.500's for life; a customized/personalized class schedule for students that would only show the sections of courses for which students are eligible to register; centralized commencement planning; readable transcript (larger font); placement testing via the Web for all campuses; articulation facilitation between Duluth and TC; mandate course evaluations for all courses; campus-wide imaging; earlier orientation for transfer students; and a consistent undergraduate experience across all campuses (make it seem like student is always "at" the University).

Sue stated that the handouts can be shared and that all comments and suggested should be sent to her as soon as possible ([vanvo002@umn.edu](mailto:vanvo002@umn.edu)).

**Summer as a term discussion:** Sue Van Voorhis revisited an item from January's meeting. Kitty Jones had asked if summer as a term could be discussed. Kitty said it was specifically in regards to the probation and suspension policy; that is, how is course work during the summer counted in light of the policy? Kitty stated it is the General College's policy to count 6 or more credits taken during the summer in the administration of the probation suspension policy. Sue Van Voorhis asked for clarification; if a student has below a 2.0 in the spring and is placed on probation, then takes 6 credits in the summer and has both a term and cumulative below a 2.0, would GC then suspend? Kitty stated that they would not suspend but take the student's performance into account. Shuji Asai stated that Education counts 9 credits rather than 6. Linda Norcross stated that COAFES does not count summer in the administration of this policy. Kitty stated that if a student is putting in effort during the summer to address an academic issue, this should be taken into account. Shuji Asai noted that student athletes often take many credits during the summer. Vickie Roberts noted that probation reports are not run for summer. Sue Van Voorhis said she would do some further investigation into "summer as a term."

**West Bank remodeling project** Mary Koskan informed the group that the One Stop Student Service Center on the West Bank will be closed for a remodeling project from April 18-August 12, 2005. Eventually, the West Bank One Stop will move to the old Fraternity Purchasing space. In the interim, One Stop staff will be accommodated in Fraser. Ingrid Nuttall will bring signs to the next meeting for advisers to post in their student service areas, if they wish, notifying students of the closing.

**Probation follow-up:** Sue Van Voorhis distributed a revised draft of the probation and suspension policy for comments. Kitty Jones stated that it should read that a student is suspended if the cumulative *and* the term GPA are below a 2.0 rather than cumulative *or* term. Sue Van Voorhis stated that including "and" would not cover the many situations that were brought up at the January meeting where colleges wanted to suspend based on term. Lonna Riedinger stated that the policy should not be ambiguous and did not see the difference between the first and

second statements in the policy. Ingrid Nuttall stated that the draft was written to include the specific scenarios when colleges would suspend as indicated at the January meeting; the first sentence of the policy beginning with “A student is suspended if” is meant to tell students that, in no uncertain terms, they will be suspended if they fall under this scenario. To replace “or” with “and” does not follow college practice. Kitty stated that General College has a student contract that allows for the ambiguity and perhaps exceptions can be addressed that way. It was stated that CLA does not have a student contract. Sue Van Voorhis stated she would send another e-mail to Mark Taylor highlighting the additional questions and reactions to the draft. Carol Francis asked if a statement should be included in the policy regarding grades of “I.” Sue thought this should not be included. Kris Wright stated that it’s important to have a consistent practice on this policy because students only get 8 terms of financial aid and no more. Bill Ganzlin stated that the scenarios that were presented at the January meeting were very helpful (examples of cases when a student is and is not suspension eligible); students might find these scenarios helpful in conjunction with the policy statement. Everyone agreed this was a good idea and Sue said she would investigate including those scenarios.