

## **Registrar's Advisory Committee**

May 6, 2013

402 Walter Library (East Bank)

9:30 a.m. - 12 noon

**Present:** Rhonda Bjurlin, Frank Blalark, Lori Boucher, Mike Brown, Sarah Cook, Molly Diethelm, Clare Dingley, Eric Eklund, Tracy Fischer, Jeremy Hernandez, Lisa Hubinger, Barbara Jensen, Bri Keeney, Kess Knight, Nathan Kopka, Mandee Kuglin, Sarah Kussow, Aileen Lively, Jennifer Love, Jo Ellen Lundblad, Nan Nelson, Anya Norton, Ingrid Nuttall, Matt Nuttall, Laurie Pape Hadley, Elyse Paxton, Eleanor Pijut, Mary Ellen Shaw, Deanne Silvera, Kate Sophia, Phil Stedje, Jeremy Todd, Darlene Toedter, Matt Tveter, Sue Van Voorhis, Bettie Walker, Kathy Walter, Jessica Whitcomb-Trance (Note: we believe the attendance list didn't make it all the way around the room.)

### **Undergraduate education agenda items**

#### One Stop Academic Calendar

Tina Falkner said a group from ASR and One Stop are working on improving the [academic calendar](#) found on the One Stop website. This group is working on making the language more student focused (e.g. Summer 10-week, 8-week, 6-week, and first 4-week sessions begin; change to: Summer classes begin). The group is also looking into having sortable fields to make the information easier to find. Some of the items RAC members mentioned they find helpful on the calendar were:

- Degree clearance dates and posting dates (nice but not necessary)
- Last day to turn in grades
- Cancel/add dates

Tina said she will keep RAC members informed of the ongoing progress and when beta testing will be available. Suggestions are welcome and can be sent to [Tina](#).

#### Credit by exam fee

Sue Van Voorhis explained that with the continuing popularity of MOOCs (Massive Open Online Courses), there may be more requests from students to receive credit for a course by a proficiency exam. Sue has met with Provost Hanson, who wondered how many colleges/departments are actually charging for the proficiency exam? (Only one person raised their hand.) The current cost per credit as determined by all University of Minnesota campuses is \$50. Sue asked the group their thoughts on mandating a charge for credit by exam.

Ingrid Nuttall then spoke about the implications of this in relation to the [current policy](#). The current policy states "students may be required to pay the credit by special examination fee for exams to earn course credit." Early recommendations from Ingrid, Tina Falkner, and Suzanne Bardouche are:

- Mandate a \$100 per credit fee if credit by exam is awarded

- Publish a list of courses for which a student can always take an exam for credit (to be updated annually)
- As it stands, the policy for [departmental exams](#) and the policy for [nationally-recognized exams](#) are separate. Should these be merged? Would this cause more or less confusion?

Some concerns/thoughts from RAC members were:

- If there were to be a published list of approved courses, departments would need to update it more frequently than once a year (i.e. instructor changes). Perhaps every semester?
- Would this have an impact on the evaluation of credits from other colleges? No.
- Publishing a list may encourage more students to take credit by exam. Sue Van Voorhis responded that by amending our current policy, we would be getting ahead of the issues we may face once more students start taking MOOCs.

#### Policy Discussion: [Repeat policy](#)

Tina Falkner gave a follow-up on implementing enforcement of the repeat policy. So far, it is working the way it is supposed to and there have been few issues. Of the requests that have come through, a pattern has emerged for which courses are being taken repeatedly. Tina asked the group if they have heard anything in regards to enforcement of this policy, and the group had not.

#### 13-credit & enrollment appointments (ESUP discussion)

Tina Falkner informed the group the queue functions in the new PeopleSoft 9.0 will not allow stratification by 13 credits and asked if there would be any concerns if the stratification stopped occurring.

#### APAS Tutorial

Ingrid Nuttall showed the group a draft version of the new [APAS page](#) on One Stop (Twin Cities specific). She explained the group charged with reviewing and editing this page looked not only at the information from the One Stop website, but also at what kind of questions students usually have. This review resulted in a tutorial split into 11 sections (the full version is also available and is roughly 11 minutes in length). Ingrid asked the group how many would show this page (including the tutorial) to students? Only a few people indicated they would. One person suggested adding an APAS overview to first year experience courses (e.g. CLA 1001/02).

The target go live date is by summer orientation. Please send any feedback to Ingrid.

#### **Common session agenda items**

##### Introductions and approval of April minutes

There were no edits to the April minutes.

##### Announcements

Sue Van Voorhis said that due to the upgrade, RAC will meet in June and July of this year. Also, there is a staff event for ASR on Wednesday, May 22, so coverage will be limited. The event finishes at noon.

Sue also announced that the FCC has come to a recommendation regarding grade distribution/contextual transcripts: students will have access to grade distribution down to subject level, pending Provost approval.

### ASR-IT Update

Laurie Pape Hadley reminded the group that as the ASR analysts are working on ESUP, please contact one of the following if you need assistance:

- ASR-IT assistance: contact SR Training & User Support at 5-2803 or [srhelp@umn.edu](mailto:srhelp@umn.edu)
- Student financial assistance: [sfhelp@umn.edu](mailto:sfhelp@umn.edu)
- Financial aid assistance: Visit the online FA Help Request site at <https://asr.umn.edu/fahelp>

ASR-IT is currently testing new servers to replace the existing ones that run web applications.

Students enrolled for summer session will start receiving their summer aid and will see charges on their account (the first billing date is June 15).

Laurie asked the group to remind faculty and staff who enter grades to check their roster access, clear their browser cache, and update their grade bookmarks. Best practices and tips for grade entry can be found at [http://onestop.umn.edu/faculty/grades/final/best\\_practices.html](http://onestop.umn.edu/faculty/grades/final/best_practices.html). Grades can be entered online through the University Self-Service grades page. Class rosters and grade entry for courses owned by the School of Public Health are available only through the School of Public Health grading system. If you know of someone encountering issues with grade entry, please have them contact the SR Training Team at 5-2803 or [srhelp@umn.edu](mailto:srhelp@umn.edu).

### Astra Schedule demo

Sarah Kussow gave the group a demonstration of the new classroom scheduling software the U has been working on implementing for the last year. Previously, each system campus had a different system to do their scheduling in; the new software will be utilized at all system campuses and will allow users to see what is happening in every room across campuses. Duluth has already gone live with the new software; Twin Cities, Crookston, Morris, and Rochester [will go live on Monday, May 20](#) (note: this will show as the old page until May 20, when the page will be redirected to the new system).

Someone asked what are the differences between Astra Schedule and Google calendar? Sarah explained that if you are able to schedule a room via the Google calendar, you will not see that room pull into Astra Schedule, and vice versa. Another question was, is it possible to set a default for your system campus? No, it is not. Someone asked, if you have more than one person set to be notified that a request has been made, will this change? No, all people will still receive a notification.

## Enterprise System Upgrade Program

### *Program update*

Kate Sophia said that the finance project is kicking off this week - EFS users should be receiving more information shortly.

The HRMS work stream announced two key decisions that will mean important new functionality for HRMS users at implementation. The Executive Oversight Committee has approved:

- Time & Labor and Absence Management with the initial implementation (a timing change).
- Recruiting Solutions -- previously referenced as Talent Acquisition Management (TAM) or Employee Applicant Tracking -- as part of the current upgrade (a scope change).

These changes will not affect the HR project timeline or budget.

There has been a change to the Integration Steering Committee (part of the governance structure). Andrea Bakes of the College of Biological Sciences is replacing Lisa Warren as chair of that committee. Andrea works closely with the chair of the Executive Oversight Committee, Dean Robert Elde, in CBS so they anticipate having a high level of coordination between them.

Discussions around setting a go-live date are happening and each work stream is identifying specific timing concerns. Once a date has been set, it will not be changed as to begin planning for deployment.

Peg Johnson is a new consultant with the Student Records team. She was here for the original implementation and brings great institutional knowledge.

An Academic Advising module will be starting up in June to implement academic advising for graduate students and to perform an analysis on implementing it for undergraduate students. Work is underway to establish a team, including a consultant and a steering committee.

A Town Hall meeting was held Friday, May 10. Topics included:

- Academic standing/probation-suspension
- Waitlist
- Drop Consent

Processes:

Approved:

- PCAS
- APLUS
- APAS
- Graduation Planner
- Education Abroad System
- Athlete Certification System
- Min/Max Credit Adjustments
- Degree clearance process

In approval process:

- Course Catalog
- ECAS
  
- Scholarships
- Financial Aid Application Processing

Being worked on now:

- Class Schedule
- Program Plan
- Term Activation
- Enrollment Appointments
- Application for Admissions
- Billing & Due Date Management
- SEVIS

### *Portal update*

Susan Geller wanted to thank everyone who attended the design thinking sessions. A full summary, including video presentations, can be found on the [portal website](#). Work is underway to determine a name/identity for the project. Someone asked if students have been involved in giving feedback. Susan replied that yes, several listening sessions were/are designed for students. The timeline for the project is as follows:

- May - Over the next few weeks, the team will be asking the University community to provide their input on priorities of the project.
- June - The portal leadership team will set the priorities.
- Summer - Portal team develops a prototype that will build a foundation with a focus on user experience.
- Fall - Share prototype with University community and gather feedback.
- 2014 - PeopleSoft integration

More information on the project can be found on the [website](#).

### *Enrollment appointments*

Frank Blalark and Aileen Lively asked the group what they view as most important in terms of enrollment appointment queue. The new system will allow the queue to pull by GPA, cumulative credits, academic level (projected/credits in progress), “special” category (e.g. athletes, honors students) and are currently looking at the process for readmitted students. Frank and Aileen asked for input on how the new system should pull enrollment appointment queue times. Suggestions were:

- Have students who are graduating that term register first (i.e. 12 credits left)
- Prioritize by number of credits (completed + credits in progress)

- Have students in descending order within the tiers (e.g. 30-60 credits, those closer to 60 get earlier queue time)
- Randomize students who have the same number of credits

Frank and Aileen added the new system has the ability to set a certain number of students per queue time; however, there is the option to increase (or decrease) these numbers. Frank and Aileen asked the group if they would like graduate students to have priority queue times. No preference from the group.

#### *Adviser Self-Service demo*

Dan Doremus, a consultant working with the ESUP Student Records team, gave a brief overview of the new Adviser Center. New features include:

- “Faculty Center” (Instructor) tab where faculty can find their class list and grade roster.
- “Adviser Center” tab which gives lists of students who are directly assigned to you (the adviser). Most faculty will see both the faculty center and adviser center on their landing page. The information on this page includes a student's major, class hours, GPA, terms attended, and classes they have taken. Advisers and faculty also have the option to “View Data for other students” if needed.
- “Student Center” tab is the student view and will serve as a self-service for them. Advisers will also be able to see this view to help troubleshoot with the student. Holds, adviser name, transfer and test credits, to-dos, and milestones are listed under this tab.
- “General Information” tab for faculty and advisers which shows a student's service indicators, student groups, and checklists. Faculty and advisers are able to edit the service indicators in this view.

Questions from RAC members included:

- Is there is a way to look at the entire enrollment of a student without going to their transcript? Yes, you are able to see the history of all the courses, and can sort by course or term.
- Is there is a way to view the historical record of a student? Yes, the system allows access to a student's record after they have graduated.
- The current system system requires one-by-one assignment of students to advisers. Does the new system allow staff to assign advisers in batch, or, if students have more than one adviser, would the system allow adding more than one adviser during a batch process? Dan said they will have to explore these options.
- Has this been promoted to faculty? Yes, and so far there has been positive feedback. However, there will be much more promotion and demonstrating in the coming months.
- Would you sign in via an M Key or access through the portal with internet ID sign-in? Dan said they are working on how that process will look.

RAC members suggested getting a screenshot of the new pages ahead of time so they can come to the next RAC meeting with questions/comments.

## Policy Discussion - [Establishing, Enforcing, and Waiving Prerequisites: TC, CR, MO, RO](#)

Tina Falkner asked the group what type of questions they receive from students regarding prerequisites. Some students ask if they can register for a class even if they haven't completed the prereq. Someone commented that unless the system stops a student from registering for a particular class, they don't receive many questions. Another person said they get questions from transfer students about possible courses transferring in as a prereq.

It was suggested to alter the language of the policy under the third bullet point to "Where prerequisites have been set, instructors may require that any student who has not taken and **successfully completed** the specified prerequisites for the course must withdraw.

### **Graduate education agenda items**

#### General GSSP Updates

Ingrid Nuttall announced the addition of Mike Brown as coordinator with the GSSP team.

Amber Cellotti, Emily Holt, Mike Brown, and Ingrid are working on streamlining the degree clearance process. Ingrid asked the group if they are utilizing the PDF copies of the email of students who have cleared. The PDF copies of the lack notice emails are helpful, but those who have cleared are less so. Emily Holt noted that you can get that information under, "Graduate Education Degree Award."

She then asked if the group utilizes and finds the GPA, major and minor course information included in the Student Profile report helpful, as that information is entered manually by GSSP staff. In instances where the student's cumulative GPA is lower than 2.8, GSSP staff calculate the GPA on the graduate degree plan and enter that.

A few people mentioned these emails are helpful to track where students are in terms of graduating. Someone mentioned they use the UMRreport frequently to check degree awarded dates. Another person mentioned they didn't know the student profiles (on UMRreports) existed.

Both the degrees awarded and student profiles are available in UMRreports, found under "Graduate Education Degree Award" and "Graduate Education Student Profile" respectively. Once in the system, follow the prompts to receive the information you are looking for.

#### Policy conversation at SCEP

Ingrid Nuttall said associate deans for graduate education were invited to a recent SCEP (Senate Committee on Educational Policy) meeting to provide feedback on how the policies are working in their respective colleges. Many explained it is too early to see how policy implementation is working. They indicated that they are still in a period of adjusting to the policies and determining how to handle new responsibilities and workload. Some attendees also expressed concern over policy compliance, both how to ensure it within programs and how compliance would be monitored.

#### GDP Best Practice Session follow-up

Ingrid Nuttall said the three best practice sessions on the transition of the graduate degree plan review accountability from GSSP to colleges/departments went well and received great feedback. Two upcoming policy best practice sessions on application of graduate credits to degree requirements will be held:

- Thursday, May 23, 10-11:30 a.m. - St. Paul (McNeal Hall, Room 146)
- Thursday, May 30, 2:30-4 p.m. - East Bank (Nicholson Hall, Room 125)

One strong recommendation from RAC members was to add a signature line for colleges/departments to sign-off on a completed GDP. This would enforce that all GDP's need to be reviewed and approved by someone in the college before passing it along to GSSP. Ingrid said she would bring this up at the College Advisory Group meeting for discussion. After the July 1 transition date, GSSP team members will set up office hours during July & August to help make the transition easier. There will be follow up session in September.

Due to time restraints, this item will continue to be discussed at the next RAC meeting.

#### Faculty role list

Ran out of time - will continue at next meeting.

#### Grad Pack Delivery

Ran out of time - will continue at next meeting.

#### Provost workgroups

Ran out of time - will continue at next meeting.