

Meeting Minutes: December 4, 2000

Present: Kristeen Anderson, Marc Boehlke, Kelly Brooks, Jackie Carlson, Reed Carpenter, Leah Clark, Pam Cook, Anne Daly, Carolyn Davidson, Shelly Diers, Peg Dimatteo, Rick Endris, Tina Falkner, Gail Fraser, Teresa Fruen, Bill Ganzlin, Laurie Gardner, Jennifer Koontz, Mary Koskan, Andrew LaChapelle, Karl Lorenz, Rick Marsden, Kathy Newell, Cindy Pavlowski, Jan Reifseck, Lonna Riedinger, Vickie Roberts, Genny Rossing, Alice Ross, Jim Rowan, Cindy Salyers, Jan Schlueter, Terri Tuzinski, Sue Van Voorhis, Judith Wanhala, Amy Winkel, Gayle Woodruff.

PLEASE NOTE: THE JANUARY 8, 2001 RAC MEETING WILL BE FROM 8:00 AM -12:00 PM IN ROOM 140 NOLTE.

Review Minutes from November Meeting: There were no changes to the November minutes.

Announcements: There was an error on page 142 in the CCE bulletin. The column titles were reversed for resident and non-resident tuition. The information is correct on the web, however.

OTR will have limited hours and service from 2:00 to 5:00 p.m., Thursday, December 14 due to a staff function. Fraser will have minimal service as will the St. Paul Campus. The West Bank Skyway and 150 Williamson will be closed.

Beginning December 11, the college line and the PeopleSoft help lines will be merged. As a result, the college help line will now be staffed and colleges will no longer have to leave a message and wait to hear back, unless all lines are in use.

Readmit form and process: Barb Anderson from the Office of Admissions distributed the Readmit Form and asked for feedback. She asked the group to bring their changes back to the meeting next month. Several suggestions were offered for addition to the form: "What is your reason for returning?", "What was your last major and what will your new major be?", adding a place for colleges to approve or not approve the readmit form.

There was discussion about who actually notifies the student of the admission decision. Also, many RAC members were uncertain as to if a student needed to complete a Change of College Form in addition to the Readmit Form if they want to be in a different college. If a student is out for more than two semesters or if they want to be in a different college for their next enrollment, they must complete the IUT process. If a student wants to become a CCE student, they must complete a different process.

Probation and late grade run: For the Twin Cities campus, the probation report will be available on January 4 through the Data Warehouse. This report is a static report and unfortunately it will not be able to be updated after the late grade run. The January 4 report, however, will only include grades from the first grade run, since the late grade run will not have been completed yet. The late grade run will take place on January 8. The "I" lapsing process will take place on January 2. The SQR for the Dean's list will be run on January 9 and the Dean's list will be available through the Data Warehouse on January 11.

Honors: According to University policy "any college or campus may offer both degrees with honors and degrees with distinction, only one, or neither. A student may obtain both a degree with honors and a degree with distinction."

OTR currently only posts Latin honors on the diploma. However, both appear in the upper left hand corner of the transcript. OTR recommended that the transcript follow the diploma and only have Latin honors printed on it. This proposal was met with much discussion. Several RAC members expressed that in their college or department "high distinction" was more prestigious than Latin honors, since the GPA requirements were more stringent. Additionally, several RAC members shared that their college felt strongly that honors and distinction were two very distinct and different things and that both accomplishments should be recognized and printed on the transcript.

OTR will bring this issue to the Council of Undergraduate Dean's for further refinement and definition.

Portfolio Update: An e-mail was sent to the RAC group on December 1 with a description of the "Academic Profile" and the proposed data elements to be included in the "Academic Profile" portion of Portfolio. To facilitate understanding of the data in the Academic Profile non-PeopleSoft language will be used. One RAC member suggested having the PeopleSoft language in parenthesis next to the non-PeopleSoft language. Another RAC member suggested having a field indicating when a student had withdrawn. Many members requested that sub-plan information be included in the information available to advisers. Additionally, it was suggested that queue information be included also.

Registration: OTR was happy to report that Mass Enroll did not bring the system down as it had done in the past. On November 22, we had a record number of Adds/Initial Registrations/Drops at 22,000. Approximately 580 transactions were processed in 10 minutes. Some of the registration problems (e.g., system down for brief period on several occasions) may be a result of a problem within Oracle. The December 16 implementation point will include a new version of Oracle. Please let OTR know if you experience any new problems or issues.

PeopleSoft Update:

Conversion/Data Integrity -

- The conversion team is now fully staffed as of 11/27/00.
- Starting December 4, a minimum of 10,000 records will be loaded for conversion per run.
- The 0998 triggers are in PCOM and working. IDs are updated nightly, Sunday through Thursday. OTR is currently waiting on a slight modification that effects Duluth only.
- Part one of the Mass Enrollment change is in and working. Part two is expected to be loaded December 4.
- Approximately 11,000 non-enrolled students have been purged from the Student Database. This purge will help the Conversion Team maintain more accurate statistics on remaining ID's that need to be converted.

Yet to be implemented in PCOM

- SQR for data integrity to be run after each load. Testing will begin within the next few weeks.
- Conversion completion (CVD) service indicators. Currently waiting on technical support.

PeopleSoft Future Implementation Points:

- Saturday, December 16
- Tentative: Saturday, January 27
- Tentative: Saturday, February 24th (Primary focus on Financial Aid Reg's II)

A list of upcoming fixes to PeopleSoft and DARS was also included. If you would like a copy of this list, please contact Tina Falkner at rovic001@umn.edu.

Student Accounts Receivable (SAR)/Student Financials: Spring 2001 bills are tentatively set for January 22nd. If you have any questions about Student Accounts Receivable, including billing information, please contact Julie Selander (625-6579) or Darcie Brezany (624-9068).

There was considerable discussion about AU holds being placed on students accounts during the registration queue. SAR explained that this process is automated and runs 24-48 hours after the due date for bills. Students were not informed of this hold placement until they attempted to register. Many students complained to OTR and departments about this process. Also, PeopleSoft was at times indiscriminately placing AU holds on student's records. According to SAR this problem has been fixed. Please contact Julie Selander (625-6579) or Darcie Brezany (624-9068) if you encounter any problems with student's accounts or billing.

If there are system problems (e.g., incorrect fee or processing errors) please contact the system control e-mail at sfsysctrl@caf.e.tc.umn.edu.

Permission numbers: Mary Koskan requested that people destroy the permission chart distributed at the November meeting and handed out a new document.

Week one-two (January 16-29)

- Permission issued by instructor or department
- Use Class permission number to:

Override permission

Override class limits

Override requisites

- All class permission numbers will expire at the end of the second week
- Print list of permission numbers from the web at <http://www.umreports.umn.edu>
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- Students can register on the web

Week three-eight (Jan. 30-March 9)

- Permission granted by college
- Use Student Specific Permission from the college to:

Override permission

Override class limits

Override prerequisites

- Students need to receive instructor approval and then go to their college and receive scholastic committee approval
- The college office then puts the ID# under Class permissions screen in PS
- Departments are not authorized to use the student specific permission, the student must go to their college
- Students no longer need to bring the approved petition from the college to the Registration Center
- Students can register on the web

Week nine-fifteen (March 12- May 4):

- Permission granted by the college
- Use Student Specific Permission from the college to:

Override permission

Override class limit

Override prerequisites

- Students need to receive instructor approval and then go to their college and receive scholastic committee approval
- The college office then puts the ID# under Class permissions screen in PS
- Departments are not authorized to use the student specific permission, the student must go to their college
- Students no longer need to bring the approved petition from the college to the Registration Center
- Students can register on the web

- Students CAN NOT drop on the web

If you have any questions, please contact Keri Mauch in the Office of the Registrar at 626-4561.

To get class permission numbers from PeopleSoft:

Path to the report (security update will be needed): Go, Manage Student Records, Establish Courses Report, Class Permission Numbers. This report is a supplement to Management Reporting. It is proposed that departments start using this report for the Summer 2001 enrollment period.

Features of this report include:

- Allows recently added class permission numbers to be added to printed report.
- Allows space for instructors/departments to track which student was given the class permission number
- Multiple ways to select class permission numbers

Academic organization

Subject area

Specific class and enter the class number

Issues to consider with this report include:

- Staff must have valid PeopleSoft ID with update access
- Report runs on PSUNIX server, and may take system resources
- Staff must have training to use this report
- Office must have network printer configured for PeopleSoft

Class lists: There is still considerable confusion about printing class lists. Departments and colleges are encouraged to print their own via the Data Warehouse. However, if a college or department does not wish to do so, or does not have the staff to do so, OTR will still print these lists. The lists will be printed by college and may be picked up in 130 Coffey Hall for colleges on the St. Paul Campus, 130 West Bank Skyway for colleges on the West Bank and in 150 Williamson for colleges on the East Bank. Colleges must pick up all departments for their college and distribute them accordingly. Colleges must contact Lynn Jordan at 624-5729 prior to the start of the semester if they wish to have class lists printed for them.

If departments wish to produce their own class lists, but are uncertain as to how to do so, Amy Winkel from IMS offered training assistance. She can be reached at a-wink@umn.edu or 625-2845.

Cancel/Add refund chart for Summer 2001: Mary Koskan handed out a draft version of the cancel/add refund chart for Summer 2001. Please send any comments or suggestions to Mary at m-kosk@umn.edu. If you would like a copy of this draft, please contact Mary also.

IMS Update: IMS is currently working on the Unofficial Student Record Report (a very close approximation to an unofficial transcript). IMS anticipates that this report will be available for Fall 2000 degree clearance. If you have any questions about this report, please contact Amy Winkel at awink@umn.edu or 625-2845.

Procedures/Security Access/Training Update:

Procedure updates:

- A. Producing PeopleSoft Transcripts
- B. Please contact Terri Tuzinski at t-tuzi@umn.edu to obtain a copy of this procedure. This document also has updated instructions showing how to set Operator Defaults and Preferences to help streamline process.
- C. Double majors/minors and second majors/minors:
- D. Please contact Terri Tuzinski at t-tuzi@umn.edu to obtain a copy of this information. These instructions will help you to avoid problems with Financial Aid eligible students who have double majors/minors or second majors/minors.
- E. Security Access/Key Contacts:

Key contacts have been established for the following college/campuses:

CSOM/ Undergraduate - Jan Schlueter

CSOM/MBA program - Deb Basarich

College of Pharmacy - Peter Haeg

General College - Pam Cook

College of Natural Resources - Karen Sprengeler

Graduate School - Drew LaChapelle

Division of Dental Hygiene - Kathy Newell

Medical School - Theresa Baultrippe

College of Liberal Arts - Lonna Riedinger

College of Vet Med - Larry Bjorklund

College of Human Ecology - Gayle Woodruff

CALA - Anne White

Twin Cities Admissions Office - Jim Rowan

Morris campus - Josh Watzak and Clare Strand

NOTE: Terri Tuzinski still needs updates on service indicators and student groups from all colleges/campuses EXCEPT CSOM/Undergraduate, College of Liberal Arts and the College of Human Ecology. Please e-mail this information to Terri at

t-tuzi@umn.edu.

Training Updates:

- Training schedule for January/February/March 2001 will be available the week of December 11, 2000
- Beginning January 2001, Pre-Registration training sessions will be 3 hours long so we can begin to use the updated material that includes Address Maintenance, Using Management Reporting and Term Activation.
- Additional sessions have been added for December 2000, please contact techteam@sossgw.stu.umn.edu to register for training.

Web Update:

Web Registration Enhancements to be Implemented January 2, 2001:

1. The latest version of gatekeeper was incorrectly timing out students after 30 minutes. The fix on 1/2/01 will allow students to remain in Whistler as long as they want.
2. In Whistler, when a student clicks the "Done" button they will remain logged in. A security information screen will appear. The student must click on the "Continue" box and the "Enroll in Courses" menu screen will pop up (the log in, log out window is behind the "Enroll in Courses" screen).
3. In the future, when a student clicks the "Done" button, they will be re-directed back to whatever page they were on when they first clicked a Whistler link. This could be the "Enroll in Courses" page (for TC students), or from a channel in OneStop, or the user's personal website on which they have their own link to Whistler functions, etc.
4. Information will be send to the Web production support team when PeopleSoft crashes. The team will immediately put a warning message on the left side of the OneStop Enrollment panel alerting students that the system is unavailable and to try again later. Students that are in the middle of a session will receive a "critical processing error" message when PeopleSoft goes down.
5. A cosmetic change has been made to the hospitalization insurance panel screen. The header for this screen had been omitted but has now been added.
6. New columns have been added to the Enrollment Summary and View Current Enrollment. The new columns are grading basis and credits.
7. On View Current Enrollment, Total Units for all campuses has been changed to Total Credits for the campus the student is logged into for their registration. Total credits has also been added to the Enrollment Summary.
8. Start and End Meeting Pattern Dates have been added to View Current Enrollment and the Enrollment Summary.
9. New wording will appear on an error message when a student attempts to drop below an assigned credit level via the web. The message will read: "Dropping this class would put you below the minimum number of credits this term required for student athletes, all students at UM Morris, and certain international students. Contact the appropriate office if

you have questions regarding this restriction."

The next RAC meeting will be a joint meeting of RAC, PRAC (Professional and Graduate School Registrar's Advisory Committee) and the AAN (Academic Advising Network). The meeting will take place January 8 from 8 am-12 pm in room 140 Nolte. A continental breakfast will be available from 8-8:30 am and the meeting will begin at 8:30. The Data Warehouse will present their new reports and the new functionality of their old reports from 8:30 - 10:00 am. This information will be followed by a training update, updates from Student Accounts Receivable and Student Financial Aid and other important information.