

RAC/PRAC
March 7, 2005

Present: Shuji Asai, JoAnn Ash, Diane Ashby, Gary Anderson, Theresa Baultrippe, Sheryl Bolstad, Jackie Carlson, Laurel Carroll, Linda Chin, Carolee Cohen, Nicki Cook, Pam Cook, Gary Cooper, Scott Davenport, Anthony de Sam Lazaro, Dan Delaney, Peg Dimatteo, Tina Falkner, Tracy Fischer, Carol Francis, Teresa Fruen, Mike Galegher, Laurie Gardner, Kit Gordon, Carol Gross, Sarah Hosfield, Kitty Jones, Erin Keyes, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, Dave Krueger, Drew La Chapelle, Judd Mowbray, Margo Mueller, Stephanie Nichol, Ingrid Nuttall, Jan O'Brien, Cindy Pavlowski, Amy Piculell, Lonna Riedinger, Vickie Roberts, Genny Rosing, Alice Ross, Clare Strand, Cindy Salyers, Chris Schlichting, Hanae Tsukada, Mary Vincent Franco, Kendra Weber, Kris Wright

Announcements: Clare Strand announced that Ruth Thielke, the Registrar at Morris, is retiring effective June 1, 2005.

Gary Andersen announced that the Training Team is hoping to have holds on for Crookston, Duluth and Morris before the queue emails are sent.

Sue Van Voorhis announced that she will be pulling together the AHC group to move forward with the Dual Degree pilot (excluding Nursing).

Mary Koskan reminded the group of the temporary closing One Stop Student Service Center in 130 West Bank Skyway beginning April 7. Signs were sent around for individuals to post. Ingrid Nuttall said she would email a PDF of the sign to the group. Someone asked if there would still be a drop box available on the West Bank; there will not be a drop box available.

Vickie Roberts announced that the IUT/ICT deadline was March 1. Some colleges chose to extend the deadline and Vickie asked that she be informed if more would do so to facilitate Web updating. Someone asked if there was a pattern to when colleges set their deadline, Vickie stated it varies from college to college.

Vickie Roberts announced that phase I of e-Degree is almost complete. An update will be provided at the May RAC meeting. Someone asked if a report would be available to see who had applied. Vickie responded yes, it's the Degree Applicant report. Cindy Salyers stated that it would be an enhancement to this already existing report, hopefully available in April but possibly May. Ingrid Nuttall announced that the communication plan had been written and included: a post card to replace the paper application, informing students how to get online to apply; FAQ for the Web; Graduation Checklist; an article in the Record and in the Brief. Clare Strand asked if anything would be in the communication plan about the consequences of applying online for a student's financial aid. Ingrid said yes, there would be.

Sue Van Voorhis reminded the group that there would be no April meeting.

Sue Van Voorhis reminded the group that beginning fall 2005, the 13 credit policy applies to all degree-seeking students. Sheryl Bolstad asked if the request for exemption form can be modified to include the semester the student wants the exemption for. Lonna Riedinger said CLA would like this, too. Sue stated she would check with Linda Ellinger who owns the form to see if this change is possible.

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

Adviser page defaults follow-up: Dave Krueger reminded the group that this item was regarding defaults to make entering information into the adviser panel in PeoplSoft less labor intensive. Two options were sent via email to the RAC listserv for individuals to vote on. Dave announced that not a lot of responses were received. However, the most popular option was to not have a smart default but to rather default from the operator defaults. When the information is saved, it will be verified. Those who don't want the panel populated would have to clear their defaults. Those entering information for students with multiple plans would have to set the defaults each time. Dave asked that more ideas for solutions be sent to him via e-mail at krueg055@umn.edu.

Transcript & Dual Career discussion: Dave Krueger announced that starting in fall 2005, AHC students will be able to be enrolled in more than one career simultaneously. There are issues that need to be addressed prior to this. On the most recent program section of the transcript, information displays for the last term of enrollment. As Dual Career moves forward, a modification will be needed to pull this information from all careers. This seems cut and dry across institutions. However, do colleges want it shown on the transcript if a student has a non-degree plan? Does non-degree plan information relate to degree information and further, does everyone want all information reflected all the time? Margo Mueller asked if coursework will still be on two transcripts. Dave Krueger said yes, it would. Margo thought it might be best to show everything since this is the case. Dave asked if people wanted it noted on the term level that other coursework will be on a separate transcript; how will people know coursework is for a specific career? Clare Strand asked if the degree information can be in bold. Dave said he thought this was possible. Sue Van Voorhis asked the group if, regarding Dave's two questions, everyone with fine with the functions as designed. The group agreed.

Freshman/graduate orientation information: Sue Van Voorhis stated that Craig Swan had charged Enrolled Student Services with investigating what information students at orientation are presented with. Sue asked the group, if they could have a single report to work with at orientation, what would it look like? It was suggested that individuals respond to Sue via e-mail. Sue agreed with this suggestion.

IUT data gathering: Sue Van Voorhis informed the group that the Council of Undergraduate Deans (CUD) is interested in gathering information from students when they transfer to other colleges about why they choose to transfer. Sue asked the group if they had any first impressions as to why students transfer. Kitty Jones said students are generally forthcoming about why they are transferring. Jan O'Brien agreed, saying that is usually has to do with the student's choice to pursue another major. Mary Vincent Franco noted that sometimes students who don't pass their Portfolio review in the College of Human Ecology will then choose to transfer. Sue Van Voorhis stated that there is a subgroup of CUD charged with creating check boxes for inclusion on the transfer form to get at some of this information. Sue will bring the check boxes before RAC for their review. Currently, the proposal is to include an additional carbon sheet on the form but this raises questions about the information been visible on all copies since it will then be a 4 page no-carbon-required form. Sue stated that she would like to automate the process. Further investigation is required.

New APAS functionality: Margo Mueller informed the group that milestones will now be available on APAS. Also, the preferred adviser name will be visible by Monday, March 14. Margo also noted that OTR is investigating interactive options for APAS and plans on pulling together the APAS users group.

Dean's List: Sue Van Voorhis presented the group with a copy of the policy on qualifying for the Dean's List. The policy indicates that the students who, "achieved a 3.67 GPA or higher" in a minimum of 12 credits, A-F, are eligible. However, the GPA listed on the transcript goes out three decimal places rather than two as indicated in the policy. The policy will be augmented to be consistent with the three decimal points on the transcripts; this raises the question, what should the minimum GPA be? If a "0" is added to

make the GPA 3.670, fewer students will qualify because of how the GPA was previously rounded. 3.665 or .3.667 would include more students; 3.667 was the most popular option among the group. Sue stated she would bring both 3.667 and 3.665 as options to CUD.

Permission Numbers: Tina Falkner informed the group that a pop-up screen would be added to the permission numbers page in Management Reports. This screen will inform users that it is forbidden to issue permission numbers for courses outside one's department. This is one of the few security measures available for this public report. Tina asked if there were any questions about how permission numbers are/should be used. How permission numbers are monitored and distributed varied between colleges. The question of whether implementing a restricted view option would be helpful or hindering to colleges was discussed; if all permission numbers were issued from the same office amongst colleges, restricted view would help but this is not the reality. The problem is that the report is public. The decision was made to restrict access to the permission numbers report to allow users to only access numbers of courses offered by the user's college. Tina Falkner said she would send a copy of the form certain OTR staff sign every year saying they will not engage in this inappropriate conduct; this will be sent with the March RAC minutes.

Honor Societies and FERPA: Tina Falkner stated she had received questions from colleges regarding sending invitations to students. Specifically, is this a FERPA violation? Tina stated colleges can send invitations to students to joining honors societies, this is fine. However, running a list of students and giving that list to a society is not appropriate.

Masking SSN in PeopleSoft: Sue Van Voorhis informed the group that the current plan regarding search match is to only show the last four digits of the social security number. Sue asked if this would work for the group. Dave Krueger added that this would prevent people from searching for John Johnson, for example, and then seeing all the social security numbers for the various persons with that name. The group agreed this was fine. Genny Rosing asked if this masking would hold true for Bio/Demo in PeopleSoft; this would not be the case, it's only for search match.

8.9 upgrade: Sue Van Voorhis informed the group that while there is no ideal date for the PeopleSoft 8.9 upgrade, there are currently three weeks on the table: June 17-21, July 15-19 and April 22-26. Sue asked the group which time frame would work this best since PeopleSoft will be down during this time. Lonna Riedinger noted that June is freshman orientation and this would not be ideal; the group agreed and June was taken off the table. More people liked July than April because of registration.

Strategic Plan follow-up: Sue Van Voorhis informed the group that they had given her great feedback which had contributed to the strategic plan. The items were made broad for the purposes of the report. More information will be provided at future meetings as it becomes available.