

Registrar's Advisory Committee
Monday, June 1, 2015
Bruininks Hall, 131B (East Bank)
9:30-11:00 a.m.
Prepared by: Kess Knight

There will be no meeting in July; we will readjourn in August.

Undergraduate education agenda items

Follow up on academic standing workshops

- Ingrid Nuttall announced that academic standing began running on May 22. It was supposed to run nightly, but there was an issue with job configuration, so the next time it ran again was on May 27, and it has been nightly since then.
- Issues with probation report: the information that was showing for students was not incorrect, but there were some things that were showing wrong (e.g., the term GPA was showing from fall 2014, not spring 2015). There was also an issue with ODL units showing incorrectly. These issues have now been resolved.
- Clarification on probation hold in report: looks for service indicators that have a past term and effective date, and not have been deleted.
- Additional key dates:
 - June 8: summer financial aid disburses
 - June 14: final run of spring 2015 academic standing before start of summer term
 - June 15: summer term begins
 - August 5: final run of spring 2015 academic standing
 - August 17: begin running academic standing for summer 2015
 - Final run in September was supposed to be September 7 (Labor Day), and this probably isn't the best option. Would the Friday before term starts be better? Send suggestions to Ingrid at ingridn@umn.edu.
- Academic standing workshops:
 - There were 5 sessions with participations from all colleges, who provided very helpful feedback, including:
 - Timing of academic standing run
 - Individual college processes; appeal time
 - Communication needed to support timely grade submission
 - Clarification on manual overrides: many people thought they couldn't do manual overrides on academic standing, however, academic standing is a decision that is made within the colleges. If you are looking to change a student's academic standing, you can do so. What you should not do is change the student's academic standing based on conditional terms (e.g., taking a summer course and not waiting to see the final grade before suspending them for fall).

- Additional key dates that would be helpful: bracketing; we will send communication regarding bracketing out to RAC and AAN listservs, but this will not be updated on the One Stop website.

Follow up on advising workshops

Mark Bultmann announced that there are now advising workshops for campus advisers. This two-day event will include things like basic information (i.e., what do people need to know?); pre-orientation communication; information on course placement, placement tests, CAPE, and more. There will also be case studies that will aim at providing a comfortable climate for students. The workshops are held the first week of June and the team is already working on ideas for more events, including focusing on mental health issues. If you have any additional questions about these workshops or upcoming events, please contact Mark directly at bultm001@umn.edu.

Student Degree Progress (SDP) updates

Rachel McKessock gave an update on the Retention Project (an effort where ASR contacted students with 90% or more of their degree completed and in the 4, 5, 6 year cohorts inviting them to finish their degrees). The project started in March and the Student Degree Progress (SDP) team has been doing monthly outreach to try and get students to return. At May RAC, the numbers were good, but since May, there have been more increases: 150 students were contacted, resulting in:

- 9 degrees awarded (6%)
- 37 in contact with the University (24.6%)
 - 1 waiting on transfer transcript evaluation
 - 8 finishing incompletes
 - 4 re-enrolled with final requisites
 - 2 readmitted
 - 3 completing at transfer institution

Administrative Degree Clearance procedure - what's changing?

- Originally, this procedure was created to clear student who were no longer here and were not in contact with the University; however, this has changed to allow colleges to clear students who haven't graduated, are still registering, but have met all the requirements for a degree.
- When degree requirements are met, the student should be cleared - early communication is important.
- Petitions to any decision need to go through adviser; the adviser emails OUE at oue@umn.edu stating reasons for why the student should delay degree.
- Financial aid - when degree requirements are complete, the student needs to graduate or the University is not in compliance with federal regulations surrounding financial aid.
- The student is eligible to be cleared if degree requirements are complete, even if the student is registered for a future term.
- An FAQ document is being created to assist with this process.

Tracene Marshall asked, how will this procedure be enforced? Is it up to each college to follow up? Rachel stated that that hasn't been decided yet, but envisions enforcement being handled centrally (by Academic Support Resources). Tracy Fischer added that this can be addressed with the SDP group. Tracene asked what happens if colleges aren't following the procedure? Tracy and Rachel will catch those students who were missed as they continue with 'Looking for Graduates' over the summer months (and during the year).

Common session agenda items

Introductions and approval of May minutes

There will be no meeting in July; we will readjourn in August. There were no changes to the May minutes.

Announcements

- *Destiny One live* - Brian Knutson announced that Destiny One has gone live, but it is not yet available to the public. Pilot colleges continue to set up their course offerings, but registration is not yet available. The Destiny One team is working on an internal website to promote Destiny One, which will include resources and onboarding tools. If you have any questions, please email dorshelp@umn.edu.
- *ASR-IT updates* - Laurie Pape Hadley announced that financial aid awarding has started for summer term and student financials are working on getting data for fall 2015 tuition into the system (PeopleSoft). Additionally, the new payment plan will be added into the system in the coming weeks.
- *Degree clearance* - Ingrid Nuttall announced that June 10 is the deadline for all semester clearances, and positing will be completed June 15. If you have questions, contact otr@umn.edu.
- *New Tuition Refund Appeal (TRA) form* - Richard Campo announced that the Tuition Refund Appeal form was recently updated to communicate with students who have accessed Boynton Health Services to check with them ahead of time to see if they have an approved appeal with costs covered by the student services fee.

PeopleSoft Upgrade (ESUP)

Grading feedback

Stacey Tidball announced that as of the grading due date (May 20), 87.6% of grades had been entered. For undergraduate courses, 91% had been entered by deadline with 97% entered two days after. The SR Training Team normally receives around 125 questions relating to grading; this year, there were 394, primarily about training, how-to, and the NR grade, but not many actual problems with the system.

Ingrid Nuttall reminded the group that when submitting grades, one must actually hit "Approve" to successfully submit the grades to the system; some people were entering grades but did not

hit approve, therefore nothing was posted. Ingrid also mentioned that there has been an increase in the request to view grade rosters, and these requests are being addressed on an individual basis. However, there are reports online that may suffice, the Grade Selector Report and the Grade Distribution Report. If you still don't have the information you need, please contact srhelp@umn.edu.

Class Schedule issues and concerns

Ingrid Nuttall announced there are several major concerns regarding the functionality of PeopleSoft's class search, including the inability to search for liberal education (LE) requirements that are "double-dippers" (i.e., satisfy more than one requirement), and to find the reserve capacity for courses within search results. ASR worked with OIT to create a supplemental tool that will assist advisers and student services staff assisting students make enrollment decisions. This [supplemental tool](#) can be found on the [One Stop staff page](#) under "Advising." This tool is designed for advising and student services staff and is meant to assist in work with students. It has limited search options and there is no integration between this tool and the registration shopping cart. For these reasons, it is asked that you do not share the supplemental tool with students, as they should rely on the tools available to them through MyU.

Ingrid asked the group if having real-time enrollment numbers is important to them. Most said that it's important and having access to course reserves would be important. However, if there was a lag of an hour or four hours, people seemed OK with that as well. Additional key issues were:

- Reserved seats: there is a number but it doesn't specify who it is reserved for; students are having problems getting into classes with reserved seats
- Checkbox to show open courses only is checked as default, may cause confusion
- Multiple clicks: it's hard going back in and out of PS pages, especially when you're sitting with multiple students; it takes much longer to get things done
- Courses have an affiliation with one career: students are able to choose a career (i.e., graduate or undergraduate) in class search; courses at the 5xxx level may be coded as undergraduate and therefore not show up in a graduate courses only search

Sue Van Voorhis emphasized that we need to learn how to use the new PeopleSoft effectively. One resource is the Course Enrollment Status report, found in MyU: Reporting Center: Student Services: Enrollment: Course Enrollment Status provides enrollment information for each class section of a course.

Graduate education agenda items

Grad ed policy revisions update

Amber Cellotti stated that in regards to the [proposed realignment for postbaccalaureate education](#) at the University, ASR and Graduate Student Services & Progress (GSSP) will continue to support departments as they are doing now, and will possibly expand services to those areas who previously didn't receive it.

In Summer 2014, the Associate Vice Provost and Dean of Graduate Education appointed a sub-committee of the Graduate Education Council to review policies related to graduate education. The committee, chaired by Liz Davis, a faculty member in CFANS, began their review of two policies: Credit Requirements for Master's and Doctoral Degrees and the Application of Graduate Credits to Degree Requirements.

The [Credit Requirements for Master's and Doctoral Degrees](#) policy did not have many significant changes and has been reviewed and approved by both the Graduate Education Council (GEC) and the Senate Committee on Educational Policy (SCEP) and is moving forward to other approval bodies (e.g., Faculty Consultative Committee, Policy Advisory Committee). The policy will go through full review and approval and will likely be finalized in the fall. Changes include:

- Removal of master's plan type definitions
- Minor updates to language (i.e., what does "graduate level credit" mean?)
- Updates to related documentation (appendices) regarding early thesis credit registration for doctoral students
- Updated FAQs

The [Application of Graduate Credits to Degree Requirements](#) policy had a more thorough review and the committee is submitting significant changes to the policy, including:

- Rather than limiting transfer credits and credits in common with a percentage or specific number, the committee is proposing language to create a "core" number of credits required for each degree objective and allowing the remaining credits to fulfill the minimum credit requirements for the degree to be at the discretion of the college and graduate program.
 - Plan A: 12 core coursework; 10 thesis credits
 - Plan B/C: 20 core coursework
 - Doctoral: 12 core coursework; 24 thesis credits

The policy has gone through the GEC and is still awaiting approval from SCEP.

Looking forward:

- GEC subcommittee: 3 committee appointments have expired, and new committee members will be appointed later this summer or fall
- Committee will resume their work in the fall; looking to get some minor change to policy (i.e., language updates, clarify or add new FAQs, new definitions) this summer
- Next on the docket: the [Appointments to Graduate Examination Committees](#) and the [Appointments as Director of Graduate Studies](#) policies