CCFUG Minutes
Wednesday, September 15, 2010
1:00 PM

Present:

Admissions & Recruitment
Charlene Stenson (VCSU)

Student Records
Sandy Fried (BSC)
Rhonda Kitch (NDSU)

Financial Aid
Rohit Koukarni (UND)
Laurie Weber (MiSU)

Student Finance
LaDonna Malachowski (MiSU)

Financials
Allison Peyton (UND)

Campus Solutions
Mary Bergstrom
Karla Gabriel
Sheri Gilbertson
Jennifer Kunz

Absent:

Human Resources
Ann McGray (NDSCS)

Admissions & Recruitment
Marla Haggemeister (BSC)

Student Finance
Janet Reisenauer (DSU)

Follow-Up from Last Meeting:

• Committee Composition-Jennifer did not have anything new to add at this time to prior to discussion about the committee composition or member rotation.

• Updates to the Common Bio-Demo Handbook-Mary & Jen were going to do some research in regard to the Common Bio-Demo Handbook related to rules for address updating. The issues require input from the state on changes to the Bio-Demo Handbook and a committee meeting with the state is scheduled for Fri, September 24 in regard to potential changes. It’s important that we and the State be in agreement since we share information between the systems. Mary pointed out that our address changes are often made directly by students who will be unlikely to follow the “rules”, but because of movement of address data between HR and Student, we should have agreement between the systems about the initial format. After the September 24 meeting, Jennifer will report to all of the user groups on this topic.

New Business:

• VISA_PERMIT_TBL instruction-The Registrars’ Offices are seeking additional clarification about how to clean up the VISA_PERMIT_TBL. The feeling was that the instructions previously sent by Suzanne for cleanup may not be complete enough in regard to how to enter the data correctly from the start. There was a request for additional screen shots of how the screens should look after the cleanup is complete. Jennifer asked that this topic be added to the SR User Group.
meeting agenda, which will happen tomorrow (Sept. 16) and that we seek additional clarification from the Admissions group.

- **Meeting Time**-New meeting time for CC FUG, 2nd Thursday of the month at 1pm.
- **ImageNow Name Issue**-Mary reported that CS is currently working on installation of a new bundle. One issue that has come up is that the medication currently being used to switch the name format on some screens to Last Name, First Name, Middle Name for Image Now purposes is not being easily adapted for the latest bundle. Sheri has identified a few pages in which the mod is not currently working: the Main Bio/Dem Add/Update, Maintain App, and New App Entry pages. Rohit suggested that most schools would be able to find a work-around for this issue by using “learn mode” in Image Now to utilize a different screen for imaging. If schools are not using SSN in linking images, there probably won’t be too much problem in finding different screens to image from. Jennifer asked the schools to report back if there will be issues related to use of SSN in ImageNow from any schools. The new bundle is scheduled to be put into Production on Saturday, September 25 and Jen will include information about the potential ImageNow issue in the Bundle Summary.
- **Collaborative Student Processes**-Charlene brought up issues in regard to Collaborative Students. She offered a reminder that Business Offices need to run certain processes in a timely fashion in order to avoid problems for students. A Collaborative Student meeting is being organized later this fall.
- **Viewing of Positive Service Indicator Comments for FERPA releases**-On behalf of the SF User Group, LaDona asked that CC consider making a change that would allow the FERPA release information to be visible in Student Self Service. None of the positive service indicators currently show up on Student Self Service, which means that students cannot see exactly who is on their FERPA release. FERPA info is often recorded in the comments area and a modification would be required in order for the FERPA comments to be visible in Student Self Service. One concern is that if we implement a modification to make comments visible for a single service indicator (positive or negative), they may be visible for all service indicators. Jennifer pointed out that we need to be consistent in the usage in order to avoid showing comments that may not have been intending for student viewing. Rohit asked that schools ask for input about where to prioritize this issue. Discussion that followed indicated that schools may have differing views on the priority of this issue because some campuses use a PIN number in regard to verifying FERPA releases while others use a challenge question or other methods that may not make this change a top priority for all campuses.
- **DR Update**-Mary shared a list of DRs currently being worked on. The DR which allows us to show history of email and phone number changes has been implemented on the Bio/Dem pages and she thanked the people who tested before that change was moved to PROD. Several of the pending DRs deal with the K-12 and K-16 identifiers.

Next meeting scheduled for Thursday, October 14, at 1:00pm.

Respectfully submitted,

Laurie Weber