Attendees: Charlene Stenson, Greg Sturm, Sandy Fried, Rhonda Kitch, Ladonna Malachowski, Mary Bergstrom, Garrie Etherton, Sheri Gilbertson, Sue Klava, Linda Baeza Porter, Jennifer Kuntz, Mary Eisenbraun, Chelsea Larson, Kristi Wold-McCormick, Sandy Hill

Data Dictionary

Mary provided an overview of the project which defines fields out in PeopleSoft. The first round of proposed element revisions is still in progress. The Data Dictionary Committee will meet again in April to discuss remainder of elements that have received comments. Feedback should be provided by the first part of April.

Definitions that have been evaluated and approved will be updated shortly.

Collaborative Student Information

The Collaborative page and reports are available for use. A meeting is scheduled for April 19 in Bismarck for all collaborative contacts. Please go to your modules and contact your campus representative with feedback for suggested changes on the report.

There has been discussion on whether this process may be used for graduate programs as well and on which fields of data need to be recorded. If approved for graduate schools, then the policy needs to be revised as it only applies to undergraduates at this time.

Collaborative reports: Student finance group is working on a summary of proposed changes to submit to the subcommittee. Subcommittee met on March 15 and is scheduled to meet again on March 29. Each campus has a collaborative contact and share concerns with your local campus contact.

Residency reporting updates

Questions and discussion regarding how to code residency for NDUS employees taking classes was discussed. Some campuses have always coded their employees taking courses as ND residents. Some use their actual residency and later recode to ND residents upon completion of a tuition waiver. Follow up with Laura Glatt to confirm the proper procedure. Ladonna will share documentation with our group that states all employees are to initially be coded as ND residents.

Active Duty Military- Does not include Veteran’s status. This is being corrected at the board office and is in the stage environment. Please test in stage environment by next Tuesday so it can be moved to production by next Wednesday.

Geographic origin of student – Bio demo complexity group has brought forth suggestions for implementation. Second tab indicates a students’ most recent residency when transferring between institutions. Second tab requires updating as it does not carryover from the first tab, creating reporting challenges for the University System. Inconsistencies still exist in reporting, as campuses have different departments updating and making changes in residency fields.

Suggestion was made to organize a group representing admissions (grad and undergrad), records, and finance to establish procedure for residency. Several volunteers indicated an interest and Charlene and Greg will ask Jacque to put on agenda for next Admissions User group meeting. Charlene will also send out to the other user groups asking for volunteers.

Residency edit check- Some instances have occurred allowing students’ to be admitted without a residency code entered. Defaults to the WUE rate when no pick is made. Students are not term activated without residency entered and they cannot register for courses. There have been students registered that have a residency record but no descriptor listed from one of the choices. Should a modification be made to the page or a report to clean up the data? Students will be billed incorrectly if the modification is not made up front. This topic will be a future meeting agenda item and Sheri will file a case to determine what can be done to identify the issue and make corrections.
Minnesota reciprocity report updates
Contact was made with the state of Minnesota due to a number of MN residents being rejected for reciprocity. Different criteria caused the rejects. Not having a valid SSN or MN high school listed places these individuals on an exclusion report. Those on the exclusion report need to be fixed.

Issues exist with professional degree students at UND and NDSU. Laura Glatt is scheduled to meet with Randall regarding the business process and more to follow from their meeting will be brought to SITS.

Comm Gen request from – FA
Rohit had asked to take to the campus and see if there were any concerns across modules as to why we would not proceed with this project. All campuses reported that there were no concerns, so Mary will carry the group’s recommendation forward.

Campus Community Status Report
Sheri, Gerri, Sue and Mary have been working on the campus community status report. A 13 page status report that includes all of the developments and the status of all dr’s are listed. The status report only goes out to SITS. A summary version that goes out to the end users can be generated. Charlene has sent the report from 3-17-11 to all CC FUG Members. Mary will send out to the committee in the future.

No other items. Future meeting dates listed below. Charlene will send an invite to the committee for future meeting dates.

Next meeting – April 28, 2011 2:00 – 4:00 P.M.

Future Meetings
May 26 September 22
June 23 October 27
July 28 November 24 (Thanksgiving)
August 25 December 22