NDUS Student Records User Group
Meeting Minutes (conference call)
July 8, 2009, 10 a.m. CST

In Attendance: T. Leno (BSC); M. Melbye (DSU); D. Johnson (LRSC); M. Iverson and P. Braaten (MaSU); K. Lichtenberger (MiSU); R. Breuer (NDSCS); K. Wold-McCormick and R. Kitch (NDSU); S. Anderson (UND); J. Klier (VCSU); L. Madison (WSC); D. Ott and J. Solem (NDUS Campus Solutions)

Not Represented: Dakota College at Bottineau (formerly MiSU-B); and NDUS System Office

Discussion Items/Minutes:

1. **New Security Role Request** -
   Melbye (DSU) proposed a new security role to allow individuals outside of Records Offices to have add/update ability on Student Advisor screens. The pros and cons of such a role were discussed with concern raised over the potential of more security role requests if this is approved by CAC. Marshall withdrew his proposal, and the group determined that this request could be revisited in the future if the need persists.

2. **CIP codes for Undecided & Non-Degree Programs** (documentation provided) -
   Solem (Campus Solutions) indicated that inconsistency exists across institutions in terms of how undecided and non-degree students are coded with CIPs. Some schools have no/blank codes for undecided students.

   MOTION (Suzanne-UND/Tom-BSC): All NDUS institutions to use a generic 99.9999 CIP code for non-degree students, and for each institution to continue to use the CIP code of their choice for undecided/degree-seeking students. Motion passed with unanimous consent.

   Institutions were instructed to contact Campus Solutions if they would like to change the code they currently use for undecided students.

3. **All-Campus Class Search** –
   Solem (Campus Solutions) provided an update on the all-campus class search feature in Campus Connection. Two separate menu items are being developed for class searches – one for campus specific searches and one for all-campus searches. The estimated completion timeline is yet unknown. Students will be able to select Online instead of Internet-Asynchronous when searching for on-line classes, even though they will continue to be coded as IA.
4. **CC UG items** – Campus Solutions provided updates on the following Campus Community issues that impact Student Records:

   a. **Photo Security**: Anderson (UND) and Solem (Campus Solutions) have been working with the Campus Community group on testing this. The CC UG has proposed a separate security role to access student photos. JPEG files will be transferred from the campus photo ID system, put onto the Sophie server, and uploaded into PS/O. For dual enrolled students, photos in the system will appear based on the most recent institution to upload its images. The registrars group will be updated on this process as more information becomes available.

   b. **Race/Ethnicity Categories**: J. Schepp (NDUS) has raised concerns over reducing the number of ethnic categories to only those required for reporting purposes and questioned the level of Admission support. Solem will follow-up with her and share details. Registrars were asked to check with Admission staff on their campus if they have concerns.

   c. **Student re-identification**: PS/O is delivering a means to open the system for student re-identification. This will be included in the next bundle. Ott and Solem (Campus Solutions) will review this after the bundle is installed and provide an update to the group at that time.

   d. **Student Center default page**: (documentation provided) This issue has been forwarded to Mick Pytlik for further review and discussion due to the large number of users it affects. As such, this item was tabled until further notice.

5. **W Grade Setup in Transfer Grading Basis**

   Wold-McCormick (NDSU) reported that all campuses agreed to use a consistent method for withdrawing students after a term start. However, unanimous agreement was not reached related to the use of W indicators for transfer coursework. Institutions that agreed to enter W grades on transfer courses should submit a ticket to ConnectND to have this added to their Transfer Grading Basis. Campus Solutions will continue to discuss this issue with Financial Aid users to see if additional discussion is needed.

6. **New Development Testing**

   Solem (Campus Solutions) emphasized the importance of getting more participation in testing of new developments. Possible ideas included a ‘testing task force’ of designated testers or requiring all campuses to sign-off on new developments before they move to production. Some campuses have one person testing and others share this responsibility based on roles/responsibilities. While there was some support for a task force, it was decided that campus-reported findings would be shared with the rest of the campuses to determine if problems were broad-scale or isolated. If this method proves ineffective, the idea of a task-force will be revisited in the future.
7. **XML Transcripts Update**

Wold-McCormick shared the unanimous and affirmative results of the electronic vote to authorize Campus Solutions to move forward with setting up an automatic process and related security for these new transcript types. Ott (Campus Solutions) reported that CND Security is working on the transcript security, and she is moving the XML transcripts into Production (to be available within a week of the conference call).

Ott shared ideas on creating a second template for transcripts submitted electronically via the Clearinghouse Transcript Exchange feature. NDSU and NDSCS had discussed common language to use on such transcripts (to be placed on top/left corner above header line). Wold-McCormick indicated she would seek feedback from all institutions using this NSCH feature so Campus Solutions could apply this standard language on the Clearinghouse XML transcript template. Institutions may want to consider in-house solutions for transmitting and identifying archival/legacy transcripts.

Ott also updated the group on the location of institutional name (top/left, but below the header line, where coding is allowed).

8. **Last Day to Drop/Withdraw** (documentation provided)

Suggested language for clarifying the SBHE policy related to academic calendars was distributed after the last NDUS Registrar Council meeting in May. This language was shared and the following final edits were proposed.

**SBHE Policy 406.1 (Section 3.G) - Proposed changes:**

For a standard 16 week semester, the last day to add or drop a course without a record is the 10th calendar day in the fall term and the 11th calendar day in the spring term. The last day to drop an individual class (or classes) or withdraw from all classes **without having grades entered** is the last class **business** day of the 12th week of the **term** classes. Add, drop and withdrawal dates for summer terms or other sessions not 16 weeks in length shall be proportionate to the standard 16-week term. Registration day is the first day of a standard 16-week academic term.

The NDUS Registrars Council unanimously approved the above amendments to the original proposal for change.

It was suggested that this, along with a reminder on the recommended changes to the Transfer Policy be forwarded to Julie Schepp at the System Office.

(Following is an excerpt from the May 2009 minutes related to transfer policy changes: **MOTION** (Iverson/Wold-McCormick) to remove language in #4 from Policy 402.4.2.d, 1. Point #4, which reads, “...other institutions that offer comparable courses and programs and are accredited by an accrediting association that is a member of the Council for Higher Education Accreditation (CHEA) or U.S. Secretary of Education.”) Friendly
amendment (Wold-McCormick/Iverson) to add language that institutions must disclose transfer policies and practices.)

9. **Feature Packs** –
Solem and Ott (Campus Solutions) reported that Oracle’s newest upgrade process involves continuous release of Feature Packs in lieu of large, full-scale upgrades. These packs may involve significant testing in select areas, but it appears that the most significant initial changes are with internal organizational systems, not student records. Bundles will continue to exist and are separate from feature packs. A meeting was scheduled for the afternoon of July 8. More information will be shared as is relevant in the future.

10. **ImageNow (Webnow records) Update** –
Wold-McCormick (NDSU) provided an update from C. Cerkowniak on the Imagenow NDUS Transcript Project. UND ITSS staff has been working with ImageNow to improve the quality of transcripts on the NDUS ImageNow system. Ultimately, all transcripts will be rescanned at a higher DPI to improve overall quality. ITSS staff is waiting on a formal quote and possible dates for rescanning. As transcript samples become available, they will be shared with NDUS institutions for review and approval.

11. **Clearinghouse Migration Update** –
Campuses were reminded that the National Student Clearinghouse has a deadline of July 31st for participating schools to change their access method. ConnectND has accomplished this in the Stage environment. All institutions should have received an email from Gar Narum (ConnectND portal) asking them to review how their institution appears on the pages of Enrollment Verification and Order Official Transcript to make sure information is appearing in the appropriate places. Changes should be forwarded directly to Gar. He would like to move all of the changes to Production during the early part of the week of July 20th to allow enough time for any final changes.

12. **ISBN Oracle Campus Solutions Textbook Information Feature Update** (documentation provided) -

Ott (Campus Solutions) reported that Oracle has come out with a general plan for dealing with the legislation related to ISBN numbers of class schedules. The information released is quite vague and more details are needed before institutions and the state will know how to proceed. Although the AAC approved the NDUS Registrar Council’s proposal in handling this via web links to Bookstore information, it was determined that discussions need to be held with Rich Lehn to determine how this will be viewed at the CAC level. In addition, Solem will visit with programmers to halt the start of development on the original proposal until more details are known.
13. **Critical Dates** –
Solem asked campuses to provide critical dates, particular weekend dates between now and October 1, to Campus Solutions so weekend maintenance/installations can be scheduled.

14. **Summer Census**–
As institutions run their summer census, remember to send reports electronically to Julie Schepp at the System office. Reports may be run from ‘current’ or ‘history.’

Meeting adjourned at 11:30 a.m.

Respectfully Submitted,
Kristi Wold-McCormick, Chair
NDUS Registrars Council