ND Registrars Council/SR User Group
Meeting Minutes
June 16, 2010
9:00am – 12:00 noon
Conference Call

Members present: Paula Berg (DCB); Marshall Melbye (DSU); Dan Johnson (LRSC); Pam Braaten (MaSU); Kelly Lichtenberger (MiSU); Barb Mund (NDSCS); Kristi Wold-McCormick (NDSU); Suzanne Anderson and Ray Pospisil (UND); Jody Klier (VCSU); Charles Fjeld, Mona Breuer, Deb Ott, Roy Lillfors, Yang Xiaochu and Jennifer Kunz (NDUS-Campus Solutions)

1. Minutes from May meeting (attachment)
   • No additions or corrections.

2. Old Business – carry over items from May meeting

   Name Change/HR Overriding student data – Jennifer Kunz
   • Mick Pytlik and Terri Thoreson are refining the timeline for the next steps involved in the Bio-Demo Complexity project. Mick will be scheduling a meeting with state government.
   • Mary Bergstrom and the Campus Community User Group are working to document the current Bio-Demo processes – name changes, duplicate IDs, etc.
     ➢ Jennifer Kunz will provide a monthly status update on this project and will work with Mary to develop a communication plan for the process documentation.

   IPEDS Report Discussion – Mona Breuer
   Two DR requests were written by Campus Solutions based on help tickets submitted during last year’s IPEDS collection period.
   • In the IPEDS GRAD Rate Survey report, the Section III Transfers/Exclusions is only looking at most recent row in the Student Program/Plan stack. This is the same issue that was corrected in the IPEDS Non-Duplicated Student Count report.
   • In the IPEDS GRS 200 report, students who matriculate with an undecided major are being excluded, yet many of these students later declare a major and complete a degree program. This modification will include the undecided students.
     ➢ Revised the trace file request. Roy plans to create one trace file to indicate both the students included and excluded from the cohort. SSN will not be a field in the trace file. Further discussion during prioritization.
Administrative Withdrawal in Term History – Kristi Wold-McCormick

- Kristi proposed adding an “administrative” withdraw/cancel reason in Term History. The current reasons are medical, non-payment of fees, and retroactive. A request was made a few years ago; however, options were limited at that time.
- A few campuses track a suspension with a Student Program/Plan action reason, in addition to a Term History academic standing action and a Service Indicator.
- Charles requested research time to explore impacts in Student Finance – How would this reason impact refund? Would triggers be campus-specific or global?

➤ Move item to next agenda (September 16) for Campus Solutions report

XML in faculty self service – Deb Ott (attachment)

- This security request is still pending.
- Discussion was held about balancing the desire to resolve significant issues before allowing faculty security yet understanding this request may need to move forward with less significant issues pending.

➤ Campuses need to continue reviewing XML for accuracy and report issues.

➤ Deb will summarize current XML issues and send an email update. Following the update, Suzanne proposed an email vote to allow security to be ready by fall term.

Enrollment reporting for student with an address – Charles Fjeld

Address Conflict – Suzanne Anderson (attachment)

- UND Student Finance requested an additional address sort and proposed two solutions, which were provided in the Address Conflict Background attachment.
- Campus Community proposed a third solution – to add an additional field in the Enrollment Report for no address available (unknown/not specified). A concern was raised about the impact of this proposal on other areas of Enrollment Reporting.

➤ Campus Community is developing an all-inclusive address usage hierarchy – will have impact on other areas, still waiting for input from Financial Aid. Plan to request a completion goal of fall census.

Moving the link to order transcripts and print enrollment verifications to the student center - Suzanne Anderson

- Jennifer asked for clarification of whether this request is a new customization or a modification of an existing customization and whether this request is necessary or of interest. She also reported that the Connect ND Executive Oversight Committee will be reviewing overall priorities, gathering more information, and working to improve Connect ND processes at their December meeting.
- This is a request to change an existing customization by adding navigations to the Student Center. The existing navigations would remain.

➤ Suzanne will summarize the request need and send to Jennifer for Gar to research.
3. New Business

**DR Prioritization List – Campus Solutions (attachment)**

- Remove Continuing Education career from Clearinghouse enrollment reporting

  Campus Solutions staff requested a pilot campus for the solution proposed by Oracle, which would exclude from the report anyone not in a financial aid eligible program. After discussion, there was no interest in exploring Oracle’s solution.

  The next step would be a DR request from a campus to explore possibility of removing the Continuing Education career from Con Stat process.

- Ray has requested three his DR requests be cancelled. Those include:
  1. Develop plan to correct conversion Course Detail
  2. Correct 50,000 W-Grade Conversion errors at UND
  3. Modify the Prior Term copy process to eliminate the 12AM to 12AM time from populating time fields for 'arranged' times (times not assigned)

- Suzanne brought up that there will need to be a DR request submitted for the new IPEDS reporting requirement to report Non-Degree students by race-ethnicity. Suzanne will work with Mona on the DR Request Form.

- Discussion took place on Jane Cumber’s DR request. It was decided by the group to clone the existing IPEDS Non-Dup Student Count Report and add her field requests in a separate file.

- Discussion took place on Kristi Tetzloff’s request for a wording change in the “Order Official Transcript” section in the portal. The group approved the wording “select the button next to the institution from which you desire to order a transcript.” Charles will forward this on to Gar for correction.

- Message on all drops regarding withdraw

  Kristi will research where and how an appropriate message may be provided on a valid drop (not the last class) to alert students of the consequence/procedure of later dropping their last class. Email suggestions directly to Kristi or the SRUG.

  Ray has developed a private query to identify students who have dropped all but their last class. Messages can be send to these students to provide information about appropriate withdraw procedures. If you are interested in this query, email Ray.

- Auto email for waitlist notification

  Mona will explore the Com Gen functionality in 9.0 on instead of customization

  Campus Solutions will renumber the DR Priority List according to what the group has decided the prioritization to be and will send it out to SRUG for review.
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<tr>
<th>Date</th>
<th>Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>September 16, 2010</td>
<td>IVN</td>
<td>tentative - 9 a.m. to noon</td>
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<tr>
<td>December 1 &amp; 2, 2010</td>
<td>Face to face</td>
<td>prior to NDACRAO meeting</td>
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<tr>
<td>February 3, 2011</td>
<td>IVN</td>
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<tr>
<td>May 25 &amp; 26, 2011</td>
<td>Face to face</td>
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