Registrars Council Agenda Items

Members present: Tom Leno and Sandy Fried (BSC); Paula Berg (DCB); Marshall Melbye (DSU); Dan Johnson (LRSC); Pam Braaten and Sharyl Hanson (MaSU); Kelly Lichtenberger (MiSU); Barb Mund (NDSCS); Kristi Wold-McCormick, Heather Soleim, and RaNelle Ingalls (NDSU); Suzanne Anderson (UND); Jody Klier (VCSU); Lacey Madison (WSC); Charles Fjeld, Mona Breuer, Deb Ott, Mary Bergstrom, and Jennifer Kunz (SITS-Campus Solutions); Julie Schepp and Lisa Johnson (NDUS)

1. Review of September 16 minutes

- Motion made by Dan Johnson and seconded by Suzanne Anderson to approve September 16 minutes. Motion passed.

2. NDUS General Updates—Julie Schepp

- Exemption Report – This item was removed from the agenda. Will schedule a separate meeting with the four year campuses. Karla & Ralph are working on a new report.

- Collaborative - There were proposed changes to NDUS Procedure 404.0 Collaborative Student Procedure made at the October 11 meeting of the collaborative coordinators to accommodate the use of the new Collaborative Student Course Information page in Campus Connection.

Laura Glatt will call a meeting to review the collaborative student process, which was the number one priority for improving administrative efficiencies based on a survey by the Administrative Affairs Council. This meeting will include collaborative contacts, finance, financial aid, and registrars.

A new Master of Public Health was approved for UND and NDSU. The NDUS system office may propose expanding the collaborative procedure to the graduate level. The logistical and procedural considerations at the graduate level are more complex.

- Student Placement into College Courses – The revised draft of NDUS Procedure 402.1.2 will go back to AAC next month. May be on the Cabinet agenda today. Campuses may use ACT, PLAN, SAT, Compass, or Accuplacer for placement into college courses.
• **Dual Credit** – High school principals and superintendents attended the last AAC meeting to discuss dual credit. Their concerns are inconsistency in tuition, curriculum, rigor, faculty, and faculty salaries. They would also like to know how college faculties view dual credit. A NDUS committee is being established with Lisa Johnson, as the chair.

The Bank of ND is offering scholarship funds to low income high school juniors and seniors for dual credit courses. Laura Entzel is the contact person at the Bank of ND.

• **MATH 102** is a remedial course. It is not practical to have one course be degree eligible for certain programs and not degree eligible for other programs. There are issues when a student changes between these programs on a two-year campus and when a student transfers from one campus to another campus. The core issue is the need to have developmental courses excluded from GPA. The pass/fail grading option would allow credit to be both earned and excluded from GPA. At NDSCS & BSC, all remedial courses are pass/fail. The pass/fail option may not provide sufficient motivation for student success, so some campuses prefer the pre-college grading basis.

  **Recommendation to AAC:** All developmental courses are coded to be excluded from a student’s GPA, which maybe by the pre-college grading basis or the S/U grading basis.

• **Confer/graduation data for annual NDUS report** – The Board office report captures data from July 1 to June 30 for the previous summer, fall, and spring terms. There was a concern over possibly missing late spring graduates, if a spring degree is recorded after June 30. Many campuses have an enforced deadline or timeframe for a student complete graduation requirements before or have their graduation recorded in a subsequent term.

3. **NDUS General Updates - Lisa Johnson**
   - **Update on MATH 102** – This item was previously discussed.

   - **Prefix changes** – There are a few campuses with pending issues on the common prefixes. Lisa will work individually with campuses for pending issues and effective dates.

4. **NDUS GPA follow up (memo from Hillman, Glatt, Thursby) – Julie Schepp and Lisa Johnson**

   • The November 19 Cabinet GPA follow up memo was sent to the Presidents, SAC, AAC, and the Registrars.

   **Concerns for the Board:**
   • Including collaborative course credits in the institutional GPA needs to be removed.

   Including collaborative transfer credit in institutional GPA will require manual calculation of academic standing for collaborative students and may require maintaining two models from same college when students transfer from a campus then return as a collaborative student. Including collaborative transfer credit in campus cumulative GPA will satisfy the financial aid calculation purpose and the audit concerns.
• Reviewing the courses for all Fall 2010 transfer students and entering the W’s grades by the December 17 deadline is burdensome. The deadline for compliance needs to move forward to a future term, preferably Fall 2011.

5. Closing or sealing of records – Kristi Wold-McCormick

When a student graduates with a degree then returns in same career level to take courses, how do you handle closing or sealing the record? At NDSU, the NAL repeat code is entered. At UND, Ray has a runs a private report and then the illegal repeat code is entered. Most campuses identify the post-completion repeats individually.

6. Collaborative Students (enrollment verification & NSC report) – Suzanne Anderson

Are you adding Home campus collaborative credits into your NSC enrollment reporting? Yes, by pulling the number of credits enrolled on the collaborative report and number of credits enrolled for the dual career students then adding the student’s total credits and manually adjusting the appropriate enrollment status, if necessary.

SR User Group Agenda Items

1. NDUS – Jennifer Kunz, General Campus Solutions Updates (active directory, Ad Astra upgrade)

• Completed Bundle 19. Stage refresh scheduled for early January. There will also be a freeze in January. 300 plus help tickets are received per month. It is important to submit a help ticket for resource tracking purposes.

• Interface support is time consuming. NDUS Procedure 1901.3 details how the campus CIO/IT directors submit a request for interface.

• Data Warehouse - SITS is still learning and validating the delivered reports. The Data Warehouse will provide better reporting and access moving forward. After initial mapping is complete, it will be rolled out to campuses. The HR data dictionary is done. CS has a draft data dictionary.

• Active directory – work in progress. There are run control issues. Password reset is complex with more responsibility. This is an agenda item at the CIO meeting next week. Communication will be send to CIO representatives. During the phase out, the old IDs are still active with a tentative sunset of February 12. Assigning new Active Directory ID to ADMT, MATR (not APPL).

• Ad Astra – Upgrade to Version 7, which is entirely web-based, by Spring 2012. Start configuration and roll out process in January 2011.
2. **End of term processing for new GPA’s – Deb Ott**

- Campuses need to test the new special GPA’s in Stage per Deb’s 11/16/10 email. This is a three step process: 1. calculate GPA; 2. review data (by manual calculation); and 3. populate Term History with Special GPA. The main purpose of the special GPA is for reporting and scholarships.

   Need to adjust End of Term processes to include populating the Special GPA before degrees are posted. If a degree is posted before step one, the Special GPA report excludes students with a posted degree from the report. You can post grades, run other grade processes, run GPA calculations, and then post degrees. The system will allow you to run step one more than once, but you may not want to this. It is recommended only running step three once because it replaces the data.

3. **DR Prioritization**

- Submitted DRs will be considered for prioritization by date received until the SR User Group meets on February 3.

4. **Visa clean up – Suzanne Anderson**

- Thank you for the campus clean-up of AR1, which is now inactive. All US visas should be under USA. Mary will send email instructions. The next step is to look at visa.

5. **New residence code request – see attachment from Suzanne**

- Proposal to create a new Western Regional Graduate Program (WRGP) residency code in the graduate career that corresponds with the WUE residency code in the undergraduate career for the two programs offered by WICHE.
- Motion made by Suzanne Anderson and seconded by Dan Johnson to approve the new WRGP residency code in the graduate career. Motion passed.

6. **Administrative withdraw in term history – carry over from last meeting**

- It is possible to create a new Withdrawal/Cancel Reason
- The current reasons are medical, non-payment of fees, and retroactive
- Proposal is to create an Administrative Withdrawal/Cancel Reason
- Discussion about a possible military reason and the need to keep the number of new reasons to a manageable number.

### 2010 -2011 Meeting Schedule

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<tr>
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<tbody>
<tr>
<td>February 3, 2011</td>
<td>IVN</td>
<td>9am – 12:00noon</td>
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<tr>
<td>May 25, 26, 2011</td>
<td>Fargo</td>
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