NDUS Registrars Council and SR User Group
Meeting Minutes
Thursday, February 10, 2011
9:00am – 11:50am
IVN Meeting

Members present: Tom Leno and Sandy Fried (BSC); Paula Berg (DCB); Marshall Melbye (DSU); Dan Johnson (LRSC); Pam Braaten (MaSU); Rebecca Porter (MiSU); Barb Mund (NDSCS); Kristi Wold-McCormick (NDSU); Suzanne Anderson and Ray Pospisil (UND); Jody Klier (VCSU); Lacey Madison (WSC); Charles Fjeld, Mona Breuer, Deb Ott, Mary Bergstrom, Roy Lillfors, Susan Klava, Terry Thoreson, Xiaochu Yang, and Jennifer Kunz (Campus Solutions)

Registrars Council Agenda Items

1. Review of December minutes
   • Motion made by Suzanne Anderson and seconded by Tom Leno to approve December 1, 2010 minutes. Minutes approved as submitted.

2. Review of Agenda
   • Due to a scheduling issue with the Williston IVN room, a DR submitted by WSC was moved forward on the agenda.
   • DR requested adding the previous term’s academic standing to the Cum and Institutional GPA Report to eliminate the need for checking individual transcripts while determining the current term’s academic standing.
     ➢ Both NDSU & UND offered to share their private academic standing reports with WSC. This DR was moved to Pending SR approval tab.

3. FERPA restrictions by campus – Suzanne Anderson
   • FERPA restrictions are global, so a restriction may appear and disappear for a campus without the appropriate paper work.
   • UND general counsel submitted this concern to Mick Pytlik & Randall Thursby. Jennifer, Mick, & Randal have discussed this issue and will follow up with Pat Seaworth.
   • May need to explore security by institution, which is a significant customization, or may need to explore turning on student self-service.
     ➢ Further discussion moved to next meeting agenda.

4. New Permission List – Suzanne Anderson
   • UND has staff in academic units who need display only access to student directory information, terms attended, and degrees but do not need grades and transcripts.
     ➢ A request for a new permission list that clones the SR Admin role yet removes all grade access was approved. Suzanne will submit a help ticket.
     ➢ Discussion was held regarding the need for org level security within academic units. Kristi will submit DR.

5. Recording of repeats – Paula Berg
   ➢ Discussion was held about how institutional repeat policies address transfer work.
SR User Group Agenda Items

6. Reporting of Activities in Cohorts – Mona Breuer
   • The GRS for athletes with athletic aid is no longer reported to IPEDS. Campuses still want to maintain this tag for other reporting purposes.
   • First-time, full- time cohort students are reported by one primary sport even if they are participating in two sports. IPEDS provided a hierarchy and there are primacy codes in set-up. Campuses can enter more than one Extracurricular Activity, because the report will choose one sport according to the primacy code.
   • There is a Student Right to Know report in production
   ➢ A recommendation was approved for the GRS for athletes to remain in the IPEDS reports, even though not required by IPEDS.

7. DR requests and prioritization – Campus Solutions SR staff
   • Reviewed the updated DR spreadsheet format by worksheet
     – In Development tab includes approved and prioritized DRs
     – Pending SR Approval tab includes new DR requests
     – Completed tab includes date received/date completed in the When column

Discussion was held regarding the impact of Board Office requests on prioritized requests. The Board Office requests are now included on DR list and may be prioritized before user group requests. CS does seek clarification about urgency.

- Proposed Administrative & Military Withdrawal/Cancel Reason – Roy sees no impact with adding new values; however changing existing values would have an impact.
  ➢ SR will follow up with the next steps for adding the new Withdrawal/Cancel Reasons.

- Reviewed existing DR requests
  – SR reversed Priority 14 & 15 due to issues with the academic standing table. If the special GPA population process is run then the term activation deleted, there is orphaned data and the Term History page is not accessible.

  SR recommends running the delete term activation process either after census or before creating the term activations for the next term. After the delete term activation process is run then discontinue

  – Priority 14 is almost done (Modify 'DELETE UNUSED TERM ACTIVATIONS PROCESS" to edit for presence of certain associated records)

  – Wait list Communication Update - Successful testing has occurred. There are a few issues. It is not ready for user testing. The run process allows you to choose an email address usage. Each campus can provide content of email message. Email text can identify the specific added course and the specific term. This is using the delivered waitlist process with customization added before and after the delivered process.

  – Academic advisement security is not secure by institution, so one campus can correct history and change another institutions data
    ➢ Kristi will submit a DR
Campuses are interested in accessing the data provided in the reports requested by the Board Office. SR will send an email when these reports are available in Production and provide descriptions of the data returned.

**Reviewed new DR requests on the In Development worksheet**
- Line 58 – add instructor EMPLID number to the NDU Course Section report – DR tabled until next meeting
- Line 59 – modification to remove CNED from primacy code review before summer census reporting. UND does have a manual work around if not completed before their summer census of June 30, 2012 – DR approved for priority
- Line 60 – provide student detail for Enrollment Report K – DR approved with recommendation for higher priority
- Line 62 – add NDU Course Section Status report to SR Faculty role – DR cancelled by requestor
- Line 63 - change the header text for milestones from “Non-Course Milestone” to “Academic Milestone.” This was changed to “Student Milestone” about six months ago as part of XML transcript development. Still titled “Non-Course Milestone” on COBOL transcript. Not making changes to Cobol – DR cancelled by requestor
  - Email campus preference for Student Milestone title on XML transcript to Kristi

**Update on XML changes** – still working on a solution for the attempt credits issue, which is very complex. Also, working to remove the completed models of transfer credit from appearing on the XML transcript, because only the posted models of transfer credit should appear on the transcript.
- On the Pending SR Approval tab, Line 23 - change order of Midterm and Final grades in faculty self service to help prevent faculty from entering final grades in midterm grade rosters – DR approved for priority
- Line 64 - Please add the “preferred” email address to public query NDU_0056_SR Student Group Lists – DR approved for priority

**Prioritized new DR requests**
- Motion by Suzanne and second by Kristi
  - Insert the following between current Priority 14 and 15:
    - Change NDU_0040_SR query to a report
    - Change NDU_0068_SR query to a report
    - Change order of mid-term and final grade rosters
- Motion by Pam and second by Suzanne
  - Insert the following at end of current prioritization:
    - provide student detail for Enrollment Report K
- Motion by Marshall and second by Dan
  Insert the following at end of current prioritization:
  ➢ Add the “preferred” email address to NDU_0056_SR Student Group

- Motion by Suzanne and second by Lacey
  Insert the following at end of current prioritization:
  ➢ remove CNED from primacy code review for enrollment reporting

- **Discuss Pending SR Approval tab**
  - Line 24 – Add a log file to the IPEDS cohort creation process to identify multi-career students where cohort value and student enrollment is not on the same career number
    ➢ SR will investigate with Roy
  - Line 25 - Prevent student attribute and attribute values from being deleted
    There were three or four campuses that had the Fall 2010 value disappear from the setup table, not the individual student program/plan record.
    ➢ SR will investigate and fix.
  - Line 26 – Need to add an INDIANA column to the MSEP Report
    ➢ SR will follow-up with CC

- **Additional Discussion**
  - Query GPA fields - What type of GPA is provided in various queries – delivered (institutional or cumulative), cumulative, or term? Typically, the delivered GPA is provided unless otherwise indicated
    ➢ SR will specifically review the GPA header on NDU_0056_SR
  - Special GPA is static. It does not automatically change with grade changes, etc.
  - Active Directory Update - The expiration of old User IDs is still scheduled for February 12. All communication will be sent by the campus CIOs. Connect ND is adding messages to Campus Connection log in page. Visit with your CIO about concerns. The Admissions group has updated the notification sent to new applicants about their account. The notification message does include EMPLID. There will be a brief temporary removal of the password security lock so individuals can go to reset password link.
  - WebNow Rescan – No update on progress. NDSU has successfully migrated Web Now to their Image Now and is willing to share their method with the other three campuses that need to rescan legacy transcripts.
  - Enrollment Holds – Discussion was held about the types of enrollment holds used by campuses and who and how the enrollment hold is placed and removed
  - Data Dictionary – This project is moving forward. The draft definitions and review process will be sent out next week.

- The next NDRC-SRUG meeting is scheduled for the morning of May 25 at North Dakota State University prior to the NDACRAO in the afternoon of May 25 & morning of May 26.