NDUS Registrars Council and SR User Group
Meeting Minutes
Wednesday, May 25, 2011
8:00 AM - 1:00 PM
NDSU Memorial Union, Peace Garden Room

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 and Mindy Sigvaldsen (WSC); Charles Fjeld, Mona Breuer, Deb Ott, Mary Bergstrom, and Susan Klava, (Campus Solutions); Lisa Johnson (NDUS)

1) FERPA restrictions by campus – Suzanne Anderson
   • Need to provide the option for FERPA restrictions to be set by individual campus, instead only one restriction for all NDUS campuses. This is an extensive DR. Randall is waiting for more information.
   ➢ Susan Anderson will submit a Campus Community DR.

2) Faculty Role – security for XML Transcripts – Lacey Madison
   • The faculty security for unofficial XML transcripts must be made available for the entire system, not by individual campus.
   • The availability of test scores on the unofficial or advising XML transcript may be set by individual campus after security is provided for the entire system.
   • Discussion was held about giving faculty security to test scores; however, this would require customization.
   ➢ The SR Faculty Role security for XML transcripts was tabled. A DR is needed to explore the customization of adding of test score security to SR Faculty Role.

Current XML Issues
   • There are two issues waiting for resolution by Oracle. The completed transfer models will appear on the official XML transcript until fixed by Oracle. The transfer credits display internal and external depending on campus set up and articulations.
   • WY and WN grades from legacy are not included in attempted totals. No units attempted are set to zero.
   • W grades in live records are not included in the attempted total. This is an issue that can be resolved by Campus Solutions when programmer time is available.

3) Transfer Data – Lisa Johnson
   • Lisa proposed that each campus submit a 5 year history of extract data from the fall census Enrollment Report F, so data provided in the preliminary development of the NDUS transfer report may be verified.
   • After the in-state transfer data within NDUS is verified, the remaining students will be submitted to the Clearinghouse to gather any available out-of-state transfer data.
   ➢ Lisa will send an email request for information to the NDUS Registrar’s Council
4) **Grading Basis - Kristi**
   - NDSU needs a new grading basis to facilitate enforcement of their incomplete policy. The initial request for a pass/fail plus incomplete grading basis was denied. Their existing grading basis options include letter graded, letter graded plus incomplete, pass/fail. Kristi will submit a new DR.

5) **Waitlist Communication - Mona**
   - Mona presented a demonstration of 9.0 com gen set up for waitlist communication

6) **DR Prioritization**
   - **Review of new DR requests on Pending SR Approval tab**
     - Line 3 - Please add previous term's academic standing to the Cum and Institutional GPA Report
       - Definition of previous term would be difficult
       - Previous academic standing may be blank
       - Cancelled by requestor – WSC will visit with NDSU and UND about business practice

     - Line 4 - Add the Comments field to NDU_0056_SR Student Group Lists query
       - Paula moved to approve, Rebecca second – motion APPROVED

     - Line 5 - Explore how security can be tied to academic organization level, particularly for those who have view-only roles, such as SR Administration Role.
       - Susan moved to approve, Jody second – motion APPROVED

     - Line 6 - Secure AA components by institution
       - Kristi moved to approve, Suzanne second – motion APPROVED

     - Lines 7 & 8 - Add phone number(s) to query NDU_SR_0232 Students Enrolled by Class
       - DR combined to request preferred phone number instead of all phone number
       - Paula moved to approve, Tom second – motion APPROVED

     - Line 9 - Change legal faculty name to primary or preferred on various reports
       - Discussion about the currently available functionality which allows faculty’s Preferred Name to appear in both the Student Center and Faculty Center
       - No motion

     - Line 10 - Automate data pulls from production for Blackboard Snapshot tool
       - Oracle software has been purchased to move grades from LMS to Campus Connection automatically
       - DR tabled.
− Line 11 - I would like to see the Course title (Description), Instructor’s Name(s) and Instructor’s Institution (Campus) Email Address (es) to be added to the query NDU_0123_SR_A – Section with Students Not Approved.
  ➢ DR tabled.

− Line 12 - We would like to run the query by term, displaying the following fields: Subject Area, Catlog Nbr, Description (course title), Class Nbr, Session, Approval Status (ex. APPR), Grading Status (ex. Ready to Post), Instructor Name, and Campus Email Address.
  ➢ Available in NDU_0123_SR_C query
  ➢ DR tabled.

− Line 13 - I would like to see the Current Semester Term GPA and Student’s Institution (Campus) Email Address to be added to the Academic Standing report.
  ➢ DR tabled.

- **Prioritization of new DR requests**

  ➢ There was consensus to move the new approved DR requests to be placed on the In Development tab in order of approval:

  - **Line 4** Add the Comments field to NDU_0056_SR Student Group Lists query

  - **Line 5** Explore how security can be tied to academic organization level, particularly for those who have view-only roles, such as SR Administration Role.

  - **Line 6** Secure AA components by institution

  - **Lines 7 & 8** Add phone number(s) to query NDU_SR_0232 Students Enrolled by Class with preferred phone number instead of all phone numbers

  ➢ Add TWO new Withdraw/Cancel Reasons - Prioritized to be ready before fall term

  ➢ Add security for Print Class Roster to Learning Management role  

  Susan moved to approve, Paula second – motion APPROVED

7) **Institutional Challenge Exams**

- There will be discussion at AAC about the exploring the transferability of Institutional Challenge Exams. The Registrar’s Council does not support transferability of Institutional Challenge Exams.

8) **New Chair of NDRC-SRUG**

- The NDRC-SRUG Chair rotation will be offset from the NDACRAO chair rotation. The Chair-Elect will serve as the Recorder. The 2011-2012 NDRC-SRUG Chair will be Pam Braaten from Mayville State University and the Chair-Elect/Recorder will be Tom Leno from Bismarck State College.
• The NDRC-SRUG group will hold a minimum of two telephone conferences and two face-to-face meetings during the 2011-2012 year. The meeting schedule is to be determined.

• Rotation of the NDRC-SRUG Chair may be scheduled by academic year as follows:
  2012 Mayville State University
  2013 Bismarck State College
  2014 Dickinson State University
  2015 NDSCS
  2016 University of North Dakota
  2017 Dakota College at Bottineau
  2018 North Dakota State University
  2019 Lake Region State College
  2020 Minot State University
  2021 Valley City State University
  2022 Williston State College