NDUS Registrars Council and SR User Group
Meeting Minutes
Wednesday, November 30, 2011
8:30 PM – 12:00 PM
Bismarck State College

Members present: Tom Leno, Sandy Fried (BSC); Paula Berg (DCB); Marshall Melbye (DSU); Dan Johnson, Sam Cordrey (LRSC); Pam Braaten, Leslie Durkin, Sharyl Hanson (MaSU); Rebecca Porter (MiSU); Barb Mund (NDSCS); Kristi Wold-McCormick, Heather Soleim, (NDSU); Suzanne Anderson, Christina Fargo (UND); Jody Klier (VCSU); Kaylyn Bondy (WSC); Charles Fjeld, Mona Breuer, Deb Ott, Susan Klava, Mary Bergstrom (Campus Solutions Staff); Aimee Copas (NDUS).

The meeting was called to order by Pam Braaten at 8:30 a.m.

Discussion Items:

Minutes from the meeting on October 19, 2011 – No corrections or revisions were made to the minutes as distributed. A motion was made by Kristi Wold-McCormick to approve the minutes. A second to the motion was made by Mary Bergstrom. The minutes were approved-passed.

**IVN Meeting Date: February 1 or 8, 2012**
Dan Johnson moved to have the meeting scheduled for February 8, 2012 ---1pm to 4pm.

**Monthly meetings by conference call.**
Monthly meetings might be a good idea. January and February 2012 are busy times. Maybe after January and February – we may consider the monthly meetings. This item will be put on the February 8 agenda for discussion.

**PeopleTools 8.5 Upgrade update – Business Analysts.**
Open to any questions or discussion. An issue – transcript pop-up --- frustrations from advisors. Change term-had a pop-up. Deb Ott provided info to all in an earlier email. Grading issue – a concern. Complaints about slowness of entering grades.

**Bundle Updates 21, 22, 23 – Business Analysts.**
Deb Ott and Mona Breuer provided information. Discussion among the group of different topics/items.

**Coding/tracking/counting Distance Education only students update – Kristi Wold-McCormick.**
How should the campuses identify these students for reporting purposes – discussion? Bob Larson-North Dakota University System Office provided some information on how students
should possibly be identified as distance education students for reporting purposes. Discussion on this topic among the group included the methods that we are using to identify distance education students. Delivery mode of course instruction was discussed relating to coding online courses correctly.

**NTNM (Non Traditional No More) update – Bob Larson and Michelle Olsen – North Dakota University System Office.**

Bob Larson and Michelle Olsen provided information on NTNM Updates which include >>> DATA-Initial download of individuals. ACTIVITIES-(Now and Projected)-Present Activities Serving the Adult Learner-Possible Activities to Serve the Adult Learner-Draft Proposal for System Workshop. Data was sent to each NDUS campus Distance Education Director and then forwarded to each Institutional Research person. The data that is gathered at each NDUS campus will be sent back to Bob Larson and Michelle Olsen.

**FA User Group request for revision to PS Grade Roster screen – Business Analysts.**

FA offices always struggle with the last date of attendance. Discussion among the group listed that the FA group is asking that on the grade roster if an “F” is listed that a last date of attendance must be provided. Mona Breuer mentioned that this change to list a last date of attendance would require 60-80 hours of programming time from campus solutions staff to make this change. A DR would be required to make this change. Dan Johnson made a motion to have Mona Breuer work with Dennis Junk-FA to develop a DR that would incorporate last date of attendance on the grade sheet for this process. Marshall Melbye seconded the motion. Motion approved.

**NSC Transcripts – Kristi Wold-McCormick.**

Kristi provided information relating to transcript requests through the National Student Clearinghouse. The Clearinghouse report is not proving to be as reliable as it should to identify information/data.

**DR submitted on EMPLID #’s and NSC – Business Analysts**

Suzanne Anderson mentioned that UND would like the NSCH report key on emplid for enrollment verification and transcript ordering. Not all students have an SS#. Suzanne will check on this item some more with Ray Pospisil.

**SWAP-Kristi Wold-McCormick.**

The swap feature is something that Kristi is asking about --- NDSU is having some issues with this feature in CC. Kristi said that they will continue to look at this process and do some more testing with it.

**Multiple degree types in a term – Suzanne Anderson.**

Suzanne mentioned that UND could not award two certificates in the same term – an issue to correct the Peoplesoft transcript. Remove them from manual and award in batch to award the certificates correctly.
**11:30-Noon: NDUS Dual Credit Application/processes – Connie Mittleider, DPI & Aimee Copas, NDUS.**

Connie and Aimee provided information and forms relating to the dual credit application and the approval process – credit criteria. The application process was reviewed, discussion on the amount of college credit awarded for high school credit, entrance requirements using ACT, COMPASS, PLAN, and ACCUPLACER. Other items that were discussed included: dual credit classes taught in the high school>>traditional schedule, block schedule, modified block schedule with A/B classes, grades, withdrawal/dropping the college credit portion of the class. The Dual Credit Enrollment Application and instruction form was also provided to the group. Discussion and questions were addressed with the group. Dan was very unsure with some specifics during this discussion because he doesn’t know what he wants for deadlines and some other items.

Motion to adjourn the meeting by Suzanne Anderson and second from Kristi Wold-McCormick. The meeting was adjourned at 12:00 p.m.

Respectfully Submitted,

Tom Leno, Chair-Elect/Recorder

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