Members present: Tom Leno, Sandy Fried (BSC); Paula Berg (DCB); Dan Johnson (LRSC); Pam Braaten (MaSU); Rebecca Porter (MiSU); Barb Mund (NDSCS); Kristi Wold-McCormick, RaNelle Ingalls, Rhonda Kitch, Heather Soleim (NDSU); Suzanne Anderson, Ray Pospisil (UND); Jody Klier (VCSU); Doris Ann (WSC); Mona Breuer, Mary Bergstrom, Charles Fjeld, Sue Klava, Roy Lillfors, Tom McNaughton, Deb Ott, Xiaochu Yang (Campus Solutions Staff-System Information Technology Services); Aimee Copas (NDUS Office).

The meeting was called to order by Pam Braaten, Director of Academic Records/Registrar, Mayville State University at 1:00 p.m.

Discussion Items:

Minutes from the meeting on November 30, 2011 at Bismarck State College – No corrections or revisions were made to the minutes as distributed. A motion was made by Paula Berg to approve the minutes. A second to the motion was made by Kristi Wold-McCormick. The minutes were approved-passed.

**Collaborative credits towards honors/dean’s list – Pam Braaten, Director of Academic Records/Registrar, Mayville State University.** Pam asked if this was a dead end or are students on your campus making this demand. Heather Solheim mentioned that the Cum and Institutional GPA Report give GPA information which includes the collaborative courses by term to use for Dean’s List consideration. Deb Ott indicated the importance of having all collaborative transcripts entered into ConnectND prior to the Special GPA’s Report run. Deb also mentioned that the process would need work from the SITS- System Information Technology Services end and it would be a difficult development. This would end up being a manual process to make this work. How the honors portion is handled on each campus.

**StudyND website update – Lisa Johnson, NDUS Director of Articulation and Transfer.** Lisa is still waiting for comments from some institutions. Pam will be getting the information for everyone and will forward by email. The following information is an email message from Lisa Johnson dated 02-08-12 @ 5:25 p.m. to the NDUS Registrars Council regarding StudyND. The following was provided: Dear StudyND Campus Contacts: Here's the latest draft of the StudyND website: [http://studynd.test.commark.com/index.cfm](http://studynd.test.commark.com/index.cfm) We’re getting down to editing fine details and campus specific information, but I welcome suggestions in any other areas as well. Could I please trouble you to respond ONLY to the attachment with your college or university name regarding information yet to be compiled for the website? I apologize for
sending to everyone in one email, but I'm trying work from a hotel computer with limited time or access to a full size monitor. (I found an iphone/ipad sometimes just doesn't cut it!) You can edit your edits to me and I'll forward to the web designers. THANK YOU for your help on a project that has taken more time and energy than I had originally intended! Don't hesitate to email me if you have questions or comments. Lisa. Please refer to the email message for attachments.

**Term Schedule Rollover, Populate Facility ID - Pam Braaten, Director of Academic Records/Registrar, Mayville State University.** Roy indicated that it would take only hours and not days to complete this process on the programmers side. Pam will be submitting a DR on this item.

**Change COBOL to the XML version for students viewing their transcripts – Sandy Fried, Associate Registrar, Bismarck State College.** The item is COBOL vs. XML transcripts for Student Self-Service in CampusConnection. Students are able to view the XML unofficial transcript vs. the old COBOL unofficial transcript version via self-service. As there are many things on the COBOL transcript that are not being fixed. Students are asking questions as to why the transcript (official) printed by the Registrar’s Office and the transcript (unofficial) printed by them do not have the same format. Request to move everyone to the XML transcript. This would be a security change and does not require a DR. This item will be moved to OLD BUSINESS for the May meeting.

**New DR > Date of request: 12/27/2011. Subject of request: Message Center. Institution/Requestor: UND/Rohit Kulkarni, NDSU/Rhonda Kitch.** Explanation of Request (Completed by requestor). Requesting a Message Center to be added to the current student center. This feature’s function will allow campus departments to post a custom message to the student center on both an individual basis and to multiple students via a batch file upload of EmplID or query input. Posting access will be limited to staff with appropriate security role permissions, but all staff and the student will have access to view the posted messages. Additional information is listed – see DR. Purpose of Request (Completed by requestor). The requested new feature will allow staff to send custom messages to a targeted group of students. Additional information is listed – see DR. Mary Bergstrom mentioned that this a campus community development and it does not go on the SR DR list. Campus Community programmers would be doing the work on this item. A vote of low priority from the group for this item.

**International Tax ID number (request from Student Finance to add ITN as a choice in the National ID field – would impact all reports/queries that pull in National ID – Rhonda Kitch, Associate Registrar, Office of Registration & Records, North Dakota State University.** Request from Student Finance. Roy indicated that there are 27 applications that would have to be reviewed. SITS indicated that they may have to change the 27 applications if this item is moved forward. This would benefit the Student Financials. Tom McNaughton and Roy Lillfors will discuss this item some more to determine if this may need to move forward. Added to OLD BUSINESS for the May meeting.
**Student Self-Service – discussion to mask National ID --- Rhonda Kitch, Associate Registrar, Office of Registration & Records, North Dakota State University.** Campus Community is looking for feedback from the SR group on this item. Suzanne Anderson indicated that we should mask the entire national ID. There was discussion among the group on this item. Suzanne made a motion to mask the entire National ID. The motion was seconded by Kristi Wold McCormick. Call for discussion – none. Paula Berg voted no. The motion passed --- relating to approval to mask the entire SS#.

**Tabled DR > Date of request: 05/05/2011. Subject of request: Automate data pulls from production for Blackboard Snap Shot tool. Institution/Requestor: UND/Corey Quirk.** Explanation of Request (Completed by requestor). The University of North Dakota has purchased and integrated Blackboard Snap Shot into its current production environment. The Snap Shot tool allows us to integrate our SIS (ConnectND) with blackboard. We currently are manually downloading SR201 and NDU139SR from ConnectND production 3 times a day. We are seeking the ability to have these reports run 3 times a day and automatically save them to a secure location where our controller application can find the files (via SSH), run them through our Blackboard Generator application and send the finalized output data to Snap Shot to populate into Blackboard. Purpose of Request (Completed by requestor). 1. More timely and automated process. 2. To accurately capture registration and enrollment activity in the student information system (ConnectND0 and to have it accurately displayed in the course management system (Blackboard). 3. It is a reliable and widely used tool --- DR. 4. To complement the efforts in increase instruction that is deliverable --- see DR.

**DR Spreadsheet Discussion and Information – Charles Fjeld, Student Records Business Analysts, Campus Solutions – System Information Technology Services, NDUS.** Charles reviewed and discussed the DRs listed on the spreadsheet. Included in the discussion was >> DR >> In Development, Approved-Need Priority, Pending SR Approval, Completed, Canceled-Denied.

**New DR > Date of request: 10/18/2011. Subject of request: Change in Enrollment Report D (Military Info). Institution/Requestor: WSC/Kaylyn Bondy.** Explanation of Request (Completed by requestor). Currently, in enrollment Report D, the Veteran’s Data is coming from the “Regional” tab in Maintain Applications. Change the code so the data in Report D will be gathered from that which is entered into the ‘Military Status’ field on the “NDUS Information” tab in Maintain Applications. Purpose of Request (Completed by requestor). Because we collect, enter, and maintain the information on the NDUS Information tab as part of the application process, it seems logical that the information we report should also come from there, rather than from a PS-delivered field that is not routinely or consistently populated. DR will be tabled for further review – research. Further research will be done by Kaylyn – contacting each campus for additional information and she will also check with the analysts on this process.
** New DR > Date of request: 11/10/2011. Subject of request: Emplid in Clearinghouse report and links. Institution/Requestor: UND/Ray Pospisil. Explanation of Request (Completed by requestor). 1. Add emplid in column 420 of the NSC report as College Student ID. This would allow transmission of this data to Clearinghouse. 2. Modify the links in student self-service to pass emplid information to the Clearinghouse when the link is used. Purpose of Request (Completed by requestor). To allow students who do not have an SSN to use Clearinghouse services (e.g., transcripts, enrollment verification). Vote was taken on this item -- approved.

** Tabled DR > Date of request: 10/12/2011. Subject of request: Inactive Courses not displaying on academic advisement reports. Institution/Requestor: NDSU/Heather Soleim. Explanation of Request (Completed by requestor). If a course has been inactivated, it will no longer display on advisement reports. This causes an issue for students, advisors, and staff who rely on the report to clear students for graduation. The course may be required on a Fall 2010 curriculum, the student may have taken the course, but the course does not populate in the report even if it was inactivated in 2011 and after the student took the course. Courses should display on the report according to the active/inactive status corresponding to the advisement course lists, academic requirements, and requirement group effective dates, not the most recent effective row in the catalog. Purpose of Request (Completed by requestor). The academic advisement report is inaccurate, incomplete, and difficult to understand for faculty, staff, and students in the current delivered form. There was considerable discussion among the campuses on this topic. This DR will remain where it is currently listed.

**OLD BUSINESS: Adding “Last Day Attended” field to the Grade Roster to meet Financial Aid needs – Ramona Breuer, Student Records Business Analysts, Campus Solutions – System Information Technology Services, NDUS. Add the “Last Date Attended” field to the Grade Roster in the administrative pages, and to the Grade Roster in Faculty Self-Service. The “Last Date Attended” field needs to be in a date format and include the calendar for the user to choose the month and day tied to the term, and be a required field for failing grades of F, U, and I. When the user clicks the “save” button and the roster has failing grades, it needs to produce the message “U.S. Department of Education regulations require campuses to document the last date of attendance (LDA) when the student does not complete the term. Please provide the LDA for the student(s) with an incomplete or failing grade, and click on the “save” button when complete.” If the user provides the date(s) for all failing grades on the roster prior to saving, then no message should be produced. There was a considerable amount of roundtable discussion on this topic among the campuses and SITS Analysts. The “I” is not considered mandatory for attendance. The “I” will be removed. Moved to In Development and listed as number 21.

**NEW BUSINESS: Announcement of new Director of Campus Solutions – an announcement will be coming from Tom McNaughton .

**OTHER:
**Additional campus security in Campus Community, e.g. FERPA, Visa data – Suzanne Anderson, University Registrar, University of North Dakota.** FERPA restrictions from one campus to another campus. Can we look at campus security to identify FERPA restrictions. This item is not needed at this time but just presented so discussion can continue at a later date.

**SLDS Data Collection issues update – Mary Bergstrom, Campus community Functional Analyst, Campus Solutions System Information Technology Services, NDUS.** Mary indicated that the campuses will be getting lists of things to clean up. Missing data is another item that Mary shared --- the campuses will be hearing about --- info provided at a later date. Campuses may be receiving multiple lists. The information will go possibly go to Admissions and Student Records groups.

**IB International Credit -- Pam Braaten, Director of Academic Records/Registrar, Mayville State University.** This item was withdrawn from discussion.

**Do you record an academic standing on collaborative non-degree students hosted on your campus? -- Pam Braaten, Director of Academic Records/Registrar, Mayville State University.** Comments/information from some of the campuses included: academic standing is run on all students registered for coursework.

**Add mailing address to Query 64 3.50 GPA w/graded credits -- Pam Braaten, Director of Academic Records/Registrar, Mayville State University.**

**Barb-NDSCS- discussion on component tab of the catalog where you can choose the course component- review this on the CC catalog for additional information to add to this item.**

**Kristi-enroll dates/drop dates added to the class roster --- faculty can update their roster. Roy indicated that this change could be considered. The meeting was timed out at this point since the scheduled time with IVN ended. This may be considered for additional discussion for the May meeting.**

Meeting adjourned at 3:50 p.m.

Respectfully Submitted,
Tom Leno, Chair-Elect/Recorder
NDUS Registrars Council & SR User Group