IOWA STATE UNIVERSITY

Office of the Registrar

Degree Audit
Reporting System

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Laura Doering
Deanna Jordan

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Last updated 9/8/2006

Other Minutes

Steering Committee Minutes 2003

Minutes from 11-19-03
1) Minutes from 09-17-03 were approved.

2) Introductions were made. We had 22 in attendance with Howard Shapiro visiting.

3) Next meeting – January 28, 10:00-11:00. Location: Diann Burright will investigate a site for us in the new Business College building.

4) ATS (Helen's Updates):

Graduation area has DARS up and going again after an upgrade. Michelle in Design had DARS installed and Deanna has provided exceptions training. I am working with Dennis and Jeremy to get them familiar with DARS, working on procedures for Batch runs, finishing up ADIN screens, web audits and driver program which connects our student data with DARS

5) Admissions Update: Larry talked about transfer articulation piece that is coming and discussion we had at a meeting with Admission Staff to discuss how DARS will impact what they do. Deanna stated that the concern at the present is to find a way to transition to DARS and continue to provide transfer information in audit form until articulation piece is running.

6) Courses that are cross listed: Is it agreed throughout the university that all cross listed courses may be used interchangeably throughout the audits? Since they are identical course content is this a true statement? Per discussion, Yes, this is true.

7) DARS Updates from colleges:
Business: Separation of Study abroad and National Student Exchange:
Currently these are coded the same on the record. Can we have them different so Study Abroad can have IP met? Larry is in the process of getting the INTED courses separated into Study Abroad and National Student Exchange, each with their own title.

IP Coding Issue: The international perspective coding on the GS screen still needs addressed. He is waiting to hear from a committee on the future of IP courses. Let's talk about the Y code for IP on GS screen. Is it OK for the Y to move with the student as they change colleges? When is it not ok? (When Y is put in for IP, then same course falls in Diversity). Does this need to be fixed before we bring DARS into production in spring?

It was voted on and passed that it is ok for the IP and US Diver fields on the SI GS screens to be cleaned up. We will delete all the fields, and then reenter the Y's only for international students. This is make the DARS IP and US Diver fields work as intended.

Business has received a batch of test audits and intends to begin distribution of DARS audits to students in the spring. It is thought that another meeting which includes all advisors who will be using it may be needed to clarify all aspects of the new system. Tony is beginning to duel entry exceptions as needed.

Design: Michelle reported that another test batch has been distributed and a meeting is scheduled with Registrar staff and Design staff to go over any adjustments and to talk about distribution of DARS audits to

students in the spring. Michelle is beginning duel entry of exceptions as needed.

LAS: There may a couple of majors in LAS that may be ready for spring use. It will depend upon testing results.

V M: Mindy needs DARS installed on her machine and training on exceptions before she can begin use of DARS to students.

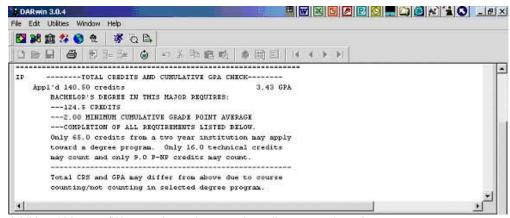**FCS:** FCS will be the next one to begin extensive testing

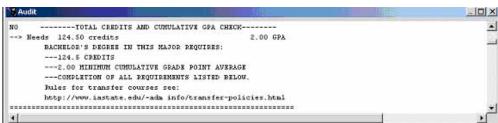**Educ:** Educ will come next

Ag: Then Ag will follow

Engr: With Engr last in the process

8) Progress Report: We are thinking of doing the beginning piece about transfer rules a little different to help in shortening the length of the paper copy DA's. Here is the current statement:

Example of how it could look: This will help to shorten the paper copy. Discussion…

Additional ideas… (We can always leave as is until everyone is up.)

It was decided to leave the message in tact, but move it to be directly below the 124.5 line
Deanna will work on the change. Any deletes or web site addresses will wait until we have the audits on the web.

9) The approval form we plan to use before DARS goes into production was distributed. Each dept. in BUS, DSN, and LAS who plans to "go" in the spring will need to submit a form back to Deanna with signatures of staff who you feel can best affirm acuracy. Discussion: There was discussion about who should sign the form and how often it would need to be signed. The best description offered was for the signature to be from someone who could best affirm the integrity of the major. It was also suggested that it be called a release form. Resubmitting this form with each catalog update will be decided at another time.

10) NCAA: Deanna has put NCAA piece onto one major in the test site. It's very large and time consuming. Next Janis will have a look at it and review the rules and begin testing. This will not be coming in the near future. Once we have the test site working, we will begin adding to production only to majors that have athletics at first. Deanna believes we will begin with students with start dates of F03 and see how it works for us. We may find we will not go backwards, only forwards for NCAA certification.

Respectively Submitted,
Deanna Jordan

Minutes from 9-17-03

1) Minutes from 07-16-03 meeting were approved as on the web. We had 21 in attendance.
http://www.iastate.edu/~registrar/dars/darsminutes.html#mar26-03

2) Introductions were made of new staff in attendance.
Allison Ruhde, a graduate student, has been getting acquainted with the Iowa State University Office of the Registrar by doing projects involving the web sites, degree audit, and records. She graduated from Dana College in Blair, Nebraska where she had worked for several years in the Office of the Registrar. She is working with Deanna and Sheryl two mornings a week currently doing exceptions for the LAS College in DARS.

3) Next meeting – November 19, 10:00-11:00. Location: JoAnn will check availability in Catt Hall.
Catt Hall is not available for this time. We will be meeting in Room 8 Curtiss, Brenton Center. Thanks, Vanessa!
Sept. 3rd was the last day for loading degree audits for 2003-05 catalog. WE MADE IT! To the best of my knowledge, all programs that should be loaded to the 2003-05 catalog have been. Now we just need to be very sure that these audits contain accurate information. If you still have corrections that need to be done, please get them to me ASAP. The deadline for these is Sept. 26th. The "Big Run" is Oct. 2nd. Deanna noted that several education audits are not loaded, but these typically are not done by this run.

4) ATS:
Helen's Updates:
The DARwin server has been updated so we can take advantage of the web application that can be installed.
The web application is currently being installed in test. Each university has to customize the package so we will keep you informed of the progress. David from the Ag college asked about keyboard functions in place of mouse functions in DARS. At this point it is a mouse driven application for doing the major part of exceptions.
The ADIN screens for a student's program options/minors should be available for testing by Deanna by the end of September 19th. Deanna may request some input from you and suggest modifications and then we can release screens in test for training.
Announcement – Jeremy Hanson was introduced as a new DARS support person. Helen Graham will be going on a 6 month leave of absence to Wales with her family beginning the 1st part of January. Dennis McCarville and Jeremy will be taking on the DARS work in her absence.

5) Discussion on Split courses – Graduation Evaluator
The feeling is that as a university, we will get a cleaner looking audit with less complicated questions if we do NOT allow splits. If a college finds a need for a requirement or group of requirements to split, that could also be handled on an individual requirement bases. After some discussion, it was agreed that this is a good

move. Deanna will make the change.

6) Explanation of double minor "overlap courses".

I've not coded minors to catch overlap credits if two minors appear on an audit. I think this could be done, but for now, I feel it's more important to move ahead on other things, like getting the overlap on all single minors to work. What this means is that there may be a time when the credits from 1st minor will fall into the 2nd minor and the overlap credit limit will be exceeded (meaning-the student will not have 9 crs that stand alone in the 2nd minor because they were used in the 1st minor). Because we are still using a minor form to OK minors, it seems like we can wait for this additional piece. Also, I believe it would be easier to query students with two minors and then see if there is enough overlap problems to warrant additional time spent in coding. It was discussed that we need to identify minors with courses that appear in other minors. These are the only ones that will be subject to error in overlap credits.

JoAnn brought up the rule that some majors and minors may not be used together. She will send Helen a list of those combinations so they can be stopped from being erroneously entered. This was brought up when Deanna mentioned some minors had the same requirements as an attached major, so when the 9 crs. stand alone rule was enforced, there was a course not filled in the minor because it was required in the major.

7) Progress Report:

Business College: We moved the "Last 32 crs. must be earned at ISU" notation to the bottom section of the Business audits. It was thought that this would be a better place for it. Others may want to follow. Since students with 90+ credits are the ones with this showing, most won't be switching majors at this point, so where it lands may be at the college discretion.

Next step:

1. Training with college (Tony) on exceptions has been done: She is now ready to begin doing exceptions in DARS after running an audit to see if it's needed. Most won't be. Deborah will be trained later this week. The college will now begin doing exceptions in both the current system and DARS, when needed.

2. From a meeting with Deanna/Sheryl/Allison and Business college this morning, it has been decided that Deanna will make a few adjustments and another batch of audits will be run for testing. It was thought that some of the special groups of students within business would be good as test students. A list of these students will be coming to Deanna for the next batch test audits.

• Discussion on attachment format: We had a good discussion as to who needs to sign this contract and why. This will be a topic again at the next meeting as we move closer to needing it. It appears that each college will decide who needs to sign off on this. Deb from graduation had a concern about their office needing to also have a voice in this process. We need to see at what point in the process the graduation area can be of the most help in assuring the accuracy of the audits.

8) DARS Updates from colleges:

Business: Study abroad and National Student Exchange is coded the same on the record. Can we have them different so study abroad can have IP met? Larry is in the process of getting the INTED courses separated into Study Abroad and National Student Exchange, each with their own title. The international perspective coding on the GS screen still needs addressed. He is waiting to hear from a committee on the future of IP courses. It was discussed that we need to stop coding the Y in this field. We hope in the future to have a new code that identifies international students only and have that code attached in DARS to the IP requirement. This needs to happen before we go public with DARS.

Design: Next in line for exceptions to be done in the registrar's office. These have been done. We are waiting for Michelle to have a computer update to reinstall and do training. Deanna will get in touch with Michelle to see how close this is.

LAS: We have begun doing exceptions in the Registrar's office by dept. Training for JoAnn will follow in the next few months.

V M: All are loaded and testing may begin. We will wait until Mindy has moved to a new location to install
DARS. She does not have remote install ability.
Ag: Ag programs are loaded to DARS (01 catalog)
Educ: All Educ programs are now loaded to DARS (01 catalog)
Engr: Only IE is loading at this point.
FCS: All FCS programs are now loaded. (01 catalog)

9) Sharing of information from other DARS users:
Awhile back there was discussion about using DARS as a graduation certification piece. On the DARS
List-Serv this came up as discussion. Here is what one university (Jim Steele from U of Wisconsin-Madison)
shared:
"We have a disclaimer on our audit, that is very common among DARS schools. All efforts have been
made…..
We also have a policy that we will honor a DARS audit as an indication of a student's eligibility to graduate.
We call that "document of record". In other words, DARS is the document that we use to graduate an
undergraduate student. Unless there is something glaringly wrong where we cannot, due to standards of
academic integrity, grant the degree, we grant using DARS.
We store the audit which was used to graduate the student electronically at the point in time of graduation
and can then pull that back later as our document which shows why the student was graduated. We store it
at that point in time in case there are changes to the record at a later date."

10) Deanna stayed to address individual college concerns. JoAnn delivered the last of LAS audits with
corrections for '03 catalog. She indicated her college's '03 audits are now ready once these few corrections
are in place.

Respectfully submitted: Deanna Jordan

Minutes from 7-16-03

Minutes from 05-21-03 meeting were approved with correction to spelling of Brenton Center and deletion of
(.) in #6 at end of line as noted by Roberta. We had 19 people in attendance.
http://www.iastate.edu/~registrar/dars/darsminutes.html#mar26-03

1) We began with introduction of KATHERINE LYONS who is now associated with the Engineering
Classification office. She will be working with Jan and Roberta.

2) Next meeting – September 17, 10:00-11:00. Location: Jan will check for room availability in Marston.
Sept. 3rd is last day for loading degree audits to catch freshmen on 2003-05 catalog. Students with
programs loaded after this day will need to be hand coded. I'm loading on a first come first serve bases. If
you have questions about majors not loaded, see me after the meeting. I have a list. (There are approx. 130
programs yet to load.) Deanna talked with Vanessa and Roberta after the meeting to see what more their
college needs to do to be ready for fall 2003.

3) Progress Report:
Business College: We have done exceptions on Sophomore and Juniors using current degree audit as our
guide.
Next step:
1. Give exception done to the business college,
2. Do training with college (Tony and Deb),
3. Give college a large batch run of audits (10 for each advisor) for viewing. Helen is working on the batch

(550) for this run. She is hoping to make it available later next week.

4) DARS Updates from colleges:

Business: Study abroad and National student exchange is coded same on record. Can we have them different so study abroad can have IP met?
This topic was discussed. It was thought that before any automatic programming could be done, the study abroad and National student exchange should be separated so each has a separate course code. Then in the future we could think about ways to let the study abroad course trigger the Y to allow IP to be met. Larry will pursue this further with the RCC committee and ATS.
Susan brought up the issue of coding of Y because a course meets IP, then later using the course in U.S.Diver. This is not what should be happening. It was thought that maybe the Y coding should at some point not be used except for international students. LAS brought up the issue of needing it for special issues like above. This will be added to next month's agenda for further discussion and also RCC agenda.
Design: Next in line for exceptions to be done in the registrar's office.
LAS:
V M:
Ag: Ag programs are currently being loaded to DARS
Educ: All Educ programs are now loaded to DARS Engr:
FCS: All FCS programs are now loaded.

5) ADP updates from Helen.
Helen talked about the Web piece we hope to get soon from DARS that will allow classification officers to view and do exceptions on DARS from the Web (AccessPlus). This will save time because we can add people who need access by loading directly to computers. It may take some time to get this installed, but once we have this working, it will greatly add to the convenience of DARS.
She also continues to work on the connections from DARS to ADIN and the screens we will use to input data.

6) Deanna talked about the DARS conference in June that she attended.
Sessions attended

1. Unique encoding situations,
2. NCAA encoding,
3. I asked for help on some of our situations that we do not know how to fix. Since conference: Jack S. (the wizard) has written a piece to allow most credits to count on our NDR's where credits are not equal. He has also given advice on how to write a piece where same majors have different elective component.
4. Our Intl Persp. Problem has been identified as a bug in the system which DARS team is attempting to fix. As of last Friday, the bug has been fixed and testing is in progress before releasing it to us.
5. DARS web piece is available. The plan is to wait until our bug fix is released before we update this portion. Once we do this, we should have ability to give colleges DARS with exceptions piece through the web. Because of this, we will be waiting to give additional colleges DARS. It is our hope that this will not take too long.

7) Sheryl handed out two column batch DARS audits – 2 for each college. The discussion of these was left until last so colleges could have a look at the audits. There was not a lot of discussion. Ed asked about course number vs credit count and how colleges look at this. With DARS ability to do either, it becomes an important question that each dept. will need to investigate so DARS works to their best advantage. Jan brought up the subject of when EP was met by advisor's ok. For her situation, it was thought that letting EP goes as OK for all, then adjusting the requirement for those who needed more, would be a workable

solution. We need to be careful to not allow records to change from Ok to not Ok as much as possible.

There was discussion as to what to call the audit – a graduation requirement check or an advising tool. It was felt students should continue to see this as an advising tool, and not an official document. Just because it's used for graduation certification does not make it official. Deanna volunteered to answer any specific questions from colleges after the meeting adjourned.

Respectfully submitted: Deanna Jordan

Minutes from 5-21-03

1) Minutes from 03-26-03 were approved. We had 20 people in attendance.

2) We each introduced ourselves. New staff in attendance were Lee Furbeck and Kerri Stover from admissions, David Ross from Ag College, and J.D. Beatty from LAS college.

3) Next meeting will be July 16, 10:00-11:00. at Room 8, Brenton Center.

4) Deanna delayed handing out of two column batch audits until July because of problems with having the right colleges represented and corrections she wanted to do.

5) Deanna reported on Don Meyer's visit from University of Miami in Ohio. He is our DARS representative who spent two days with us training and problem solving. It was a helpful two days and he solved some issues we were having and also took a couple of issues to Ohio for further stud. One noon hour was spent at Reiman Gardens. He enjoyed the butterflies.

6) The exceptions meeting on 05-14-03 was discussed. The PowerPoint training presentation will soon be available on the web in a pdf format. The path to find this is:

From ISU Home page, at INDEX (alphabet at top) click on D, click on Degree Audit, DARS at Iowa State University, next click on Staff link, then click on Student Exceptions.
Implementation plan for exceptions to DARS is to begin with Business college transfer students who are sophomores or juniors. We plan to use Sheryl, Jenny (from our office) and Deanna to begin the process, and then move on to training the college.

7) DARS Updates from colleges:
Business: Study abroad and National student exchange are coded same on record. Can we have them different so study abroad can have IP met? Deanna is asking: could we have study abroad coded with Y in IP field on info file? SI, AS Screen: DIVERSITY
U.S. INTL
Y
This issue was talked about to great lengths with no solution identified. Larry will take responsibility to see about getting another code set up to handle this situation.
Design: Nothing to report. Helen will upgrade Michelle with new DARS shortly.
LAS: Joan was upgraded remotely to new DARS. J.D. Beatty was in attendance. He will be helping LAS in the conversion.
V M: Mindy needs new DARS installed also.
Ag: Vanessa's new staff, David Ross was in attendance. This college also needs DARS installed. Helen will schedule.
Educ: Dayle voiced a concern about no progress in their college. It was noted that many of the colleges are

not at a place where they can see any progress.
Engr: Would like to have DARS installed. Helen will schedule this.
FCS: Helen will soon upgrade Lee with new DARS.

8) Larry introduced Lee Furbeck and Kerri Stover as the Admissions staff who will begin the transfer articulation piece of DARS in the future. Several questions about this piece were asked and answered. We look forward to having progress on this part once the conversion is more underway. The conversion will be first.

9) ADP updates from Helen: Browse screen in DARS student file has been connected and are working great. Work continues on the entry of degrees, options, and minors screens.

10) For the future:
· Examples of two column DARS audits will be given to each college at July meeting.
· A large batch of audits will be provided to Bus, Dsn, and LAS in late June to begin extensive testing. It's hoped this round of testing will have Business College ready to convert by Spring 2004.
· Graduating senior batch will be run and distributed to graduation area and colleges for further testing.
· Progress is slow but on going!

…Minutes-DARS Steering Committee 05-21-03

Minutes from 3-26-03

1) Minutes from 01-22-03 meeting were approved. We had 16 people in attendance.

2) Next meeting – May 21, 2003, 11:00-11:50. Location: JoAnn will book 302 Catt Hall if possible. It was decided to have this meeting on the 3rd Wed. of every other month beginning at 10:00. May's meeting will be at 11:00 to try and accommodate a conflict.

3) DARS Updates & topics discussed from colleges:

Business: The last samples have been reviewed and it was decided to remove a piece from the audit that is specific to their college. They will visit with Deanna about this.
Design: Deanna has visited with the depts. and done updates as needed.
LAS: I think the university group needs to talk about how to handle the 65-credit cutback. (Jane)
Jane shared a memo from Iowa University who also uses DARS. They are counting 60 crs. in the total hours, but letting all transfer work courses fall in requirements wherever they fit. There was a good discussion about this and the consensus was that this would be a good way for ISU to approach DARS.
· Any adjustments to the wording on the audit for this part may be submitted to Deanna via e-mail to be shared at the next meeting.
V M: Ok
Ag: Venessa arrived late, but shared with Deanna that Ag would like to NOT split crs.
Educ: OK
Engr: Ok-Deanna is working on an accurate I E DARS audit for them.
FCS: 32 cr rule word: would like word "requirement" written into it somehow. (Lee)
Deanna has adjusted it to read: "IT IS REQUIRED THAT THE LAST 32 CREDITS FOR A DEGREE BE EARNED FROM ISU
Discussion on this statement resulted in the following being agreed upon:
THE LAST 32 CREDITS FOR A DEGREE MUST BE EARNED AT ISU

Deanna will make the change.

4) ADP updates from Helen.

1. Planning and preparation for Advisor version on AccessPlus.

Helen shared the "look" of a web audit, not ours, but a good representation of what DARS can do. Everyone seemed excited about the possibilities DARS offers.

Colleges who may expect to have the DARS software loaded to their machines are: AG, EDUD, & ENGR. Helen will be in touch with each to set up a time to do this.

2. Coding the ADIN screens for holding the student's degree program and additional majors, options and minors. Browse screens are complete and will be put into production side.

Helen also shared the look of the new student screen where the degree programs will be entered.

5) DARS terminology with definitions:

· Degree Programs: This is the majors that have been set up. Each one begins with your college code. (LAS begins with S, Business begins with M, etc.)

Each degree program is divided into a number of Requirements:

Each requirement is divided into a number of Sub-Requirements (sub-groups)

Each sub-group will list course and/or credits needed for this area to show complete (+).

When all sub-groups have been completed (+), the requirement will show OK. If there is at least one sub-group not complete (-) the requirement will show as NO. Once a requirement is showing OK, the sub-groups will reflect courses taken with term and grade. Any wording such as 'Complete 6.0 crs from …' will disappear.

· IN-PROGRESS: This wording will show at the top of a requirement, not a sub-group, which has courses currently enrolled or registered within it.

IN-P…: This wording will show on a sub-group. Usually the only place this will show is in the electives area because we are showing credits earned in a sub-group. In this area, the electives area is a sub-group and the not applied area is a sub-group.

If we want credits to show in a sub-group, which we may want at some time, then you may see this IN-P… here.

· Exception: Those who have access to DARS will see under the Support Tables a green smiley face icon called Exception Rules. This is where the coding is entered to make forces, subs, waives, etc. that we want on the individual students' records.

Each student record has a place where the green face shows with word 'exceptions'.

This is where the changes are entered for each student individually. Anything entered here affects only this student.

· Other issues:

Courses vs. Credits: Which way best applies to your sub requirements? You may want a sub requirement to be complete when a certain number of courses are taken, or a certain number of credits are taken, or both.

· If you identify a sub requirement with a course number count, the courses will NOT be split.

· If you identify a sub requirement with a course number count AND credit count, the course will NOT be split.

· If you identify a sub requirement with credit count only, course may split.

6) Other items:

· Batch audits: It was talked about putting together a larger batch run for Bus, Dsgn, and LAS so they can have more examples to view. July was agreed to be a good time to have these produced, hoping staff would

have time to view them during the summer.

· Any ideas on format may now be submitted to Deanna via e-mail. This may be wording for requirements, position of parts, or any other ideas you may have that will make this a better audit for the university community.

Meeting was adjourned at 11:00
Respectfully submitted: Deanna Jordan

…Minutes-DARS Steering Committee 03-26-03

Minutes from 1-22-03

1) We had 17 members present with all colleges except Design represented.
2) Minutes from 11-20-02 meeting were approved as written
3) Next meeting will be March 26, 2003, 10:00-11:00 at 302 Catt Hall.
4) DARS Updates from colleges: Deanna has asked that this section become a part of every meeting so colleges can compare their progress with each other.
Business: no change-audits are looking ok. Next batch is near.
Design: N/A
LAS: Reported J.D.Beaty has been hired to assist with DARS.
· Asked if e-mail addresses could be added. Helen will address this.
· Again asked about total credits area. It was stated that we should be further along before we make any changes to the look of this.
· Split crs. were talked about. This can be done or not done as each program would like.
· Asked if we could have a section showing # of T2 and T4 credits. We will add to project list.
V M: Mindy reported audits looked ok except for a couple of things.
FCS: Lee is beginning to think about presenting DARS to his depts..
Ag: Ag B major is running. Senior run will have some of these. Copy will be sent to Tom and graduation evaluator
Educ:no change from last time.
Engr: Jan and Roberta will meet with Deanna on Monday to begin the process.

4) Updates from Deanna/Sheryl:
1. 2003-05 - I've loaded around 50 programs from a total of around 350 to the current system. All need to be loaded and Ok'ed by 1st day of classes in Aug. I will do this on a first come, first loaded bases.
2. DARS Vet Med is loaded - test audits have gone to Mindy

3. DARS FCS sample audit is complete (AMDP) format approved. Lee to have DARS installed on his machine this afternoon. All but one major is loaded.

4. DARS Ag sample audit is complete (AG B) format approved. We are loading additional majors to DARS as they come in for 2003 catalog update.

5. DARS Educ sample audit is complete (EL ED) format approved

6. Engr format is under discussion - sample audit not complete

7. Bus format has been approved

8. Design format has been approved

9. Ath It was reported that Deanna will begin adding an NCAA component to the programs. This is just the

placeholder needed. No actual athletic programming will take place yet.

5) ADP updates from Helen.

1. Batch run of sample audits are near ready to be printed. They will then be distributed to each college.

2. Planning and preparation has begun for Advisor version on AccessPlus.

3. Coding the ADIN screens for the holding the student's degree program and additional majors, options and minors is next.

6) Other items.
The following was in response to a question asked about how other institutions quantify the use and effect of the degree audit system. Here is an answer:
At UM - St. Louis, our College of Arts and Sciences, which is our largest division, kept statistics of increases in hours enrolled, retention rates, graduation rates, and productivity rates of advisors (number of students seen by each advisor) for a five-year period after the implementation of DARS at our campus. Since nothing else had changed in the way of doing business, it was decided that the change had to be largely attributable to DARS usage. Our retention and graduation rates both increased significantly, but the two statistics that were especially noteworthy were the increase in credit hours added and the number of advisees that were being serviced by the same number of advisors. The number of advising appointments increased 300% and credit hours increased by 2000 hours per year. Those are the things that impress the accounting folks.

Respectfully submitted: Deanna Jordan

DARS Steering Committee 01-22-03

IOWA STATE UNIVERSITY
Becoming the best.
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