

In attendance: Diann Burrigh, Tim Carey, Sarah Frette, Helen Graham, Jane Jacobson, Teresa Kahler, Debbie Lettow, Jeanne Logston, Deborah Morris, Dayle Nickerson, David Ross, Mindy Schminke, & Karen Terpstra

Minutes were discussed and several questions were answered. Questions were about the wish list, client access vs. web access to make changes, what is u.achieve, and whether there will ever be fewer clicks to see an audit. Then they were approved.

<http://www.registrar.iastate.edu/dars/2-22-12.pdf>

- 1) Introductions were made
- 2) Announcements:
 - a) What-if function in AccessPlus should be working now for the '12 catalog showing correct options. If you see something that is not correct, please let us know
 - b) Deanna is retiring December 4, 2012
 - c) We are moving to monthly meetings until u.achieve is up and running
- 3) IT Update:

Upgrade to u.achieve 4.0 (Java). Progress report

 - a) Original deadline was November 1 – does not appear we are going to meet that. Does have ThinAp and client up but having troubles with security.
 - b) It is possible to make student's email addresses in the header a hyperlink
 - c) It is possible to run an audit without IP courses appearing.
- 4) Alternate Identity update – How is it working?
 - a) Over 1100 courses have been loaded and appears to be working well
 - b) Mentioned that there is a hole in the process for student who have had their transfer courses loaded by hand. There are 22 students on the query run on 9/19/12 who may have a problem. They will be investigated and corrected if needed.
- 5) Loading of the 2013-2014 catalog – Karen's schedule and enhancements
 - a) Karen handed out the first draft of the new procedure for catalog sample audit e-reports. (Handout 9-19-12 number 1) She asked for feedback on the directions for the next meeting.
 - b) When to send out revised audits was also discussed. Revised versions of the audits with proposed (and not necessarily approved) changes will be sent out in late February – early March. A short turn around will be requested of departments so changes can be completed for June orientation.
 - c) Colleges were asked to check their contact list to make sure e-reports will be sent to the correct people.

- d) Colleges that have information sent to one person were asked if there was a second person that should be receiving the information. (were checking)
- e) Colleges that have departmental contacts were asked if they wanted to get copies of all e-reports (yes)
- f) Colleges asked for access to e-reports and/or a demo at the next Steering Committee meeting
- g) Lack of ability to add changes electronically to e-reports was brought up as a concern. Otherwise, everyone will print out audits and then write changes and send copies to either college office or DARS office. – We will look into this.
- h) Request for one or two training sessions on how to access and use the e-reports was made.

6) College reports:

AG: David asked that generic minors remain on wish list

BUS: Both old items on Business list have been resolved. 1) audit run of Future grads after registration for their last term. This was discussed more with Debbie Lettow talking about the impact of this pro-active approach on graduation evaluators. 2) e-mail link on audit headers

DSGN: no report

ENGR: no report

H SCI: 65 credit rule problems brought up. Deanna is working on them now. They also asked about term totals at the bottom of degree audits. They questions who uses them and for what. They may request that term totals be removed from H Sci audits. Karen did say that it would be a low priority, if requested.

LAS: University online DARS change form (handout 9-19-12 number 2) is the first version of the online DARS audit change request form that will be discussed at the PEAS meeting later the same day. Asking for comments. None were forthcoming.

ATH: no report

VM: no comments

Additional items:

Audits for student who applied and then decided not to attend ISU at that time but returned later are showing incorrect header information (pulled from the info file) until the 10th day file update. This makes more work for college staff. Helen responded that a fix was in place that worked perfectly until end of term graduation audits were run. The fix caused problems with these audits and was removed. Deanna asked for examples of this situation to be sent to her. Are these the re-entries from the past that she sometimes added manually to DARS? Dennis from IT reported that there was a process in place but it does not catch all these students.

Wish List:

- a) Double majors and minors as a part of the "What-if" audits
- b) Method for having CURR and REG excluded in degree audits - will be reviewed with u.achieve.
- c) Create e-reports for advisor lists (Lists 1, 2 & 3) - this is an IT project.
- d) Electronic routing for degree audit changes – PEAS committee project
- e) Have DARS find and replace courses in when course numbers change so they don't have to be changed individually. This is an IT project.
- f) Colleges able to enter exceptions on the web instead of using client
- g) Generic minor to use with majors where the major & minor have significant overlap already (ie: An S with a BIOL minor).
- h) Look at minor programming to see where the problems are coming from. See RCC minutes from 4/17/12 meeting.

The next meeting is scheduled for October 17, 2012 in 311 Enrollment Services Center

Respected submitted – Karen Terpstra 9/19/12

Minutes for DARS Steering Committee Meeting

February 22, 2012

In attendance: Paul Castleberry, Laura Doering, Sarah Frette, Shellie Hosch, Jane Jacobson, Deanna Jordan, Teresa Kahler, Jeanne Logston, Dennis McCarville, Carol McDonald, Deborah Morris, Roberta Overton, Tina Prouty, Michelle Rasmussen, David Ross, Karen Terpstra, & Lee Van Brocklin

Minutes from the 9/21/11 meeting were approved:

www.public.iastate.edu/~registar/dars/minutes/daarsminutes.html

1) IT Update:

- Upgrade to u.achieve 4.0 (Java) progress report – software is installed, connected to STUINST tables, and some audits have been run. Web options are not being explored yet. Advantages of the upgrades to the colleges are that it will be faster and be supported longer by College Source.
- From last meeting: Looking ahead: IT is hiring a person to work on Quali workflow projects. An electronic version of the DARS exception form proposal will be presented to the PEAS committee for consideration after its language is updated.

2) Alternate Identity Form: LAS reported that they have not had enough time using AltIds to quantify how it has affected the number of exceptions they process. April transfer orientation will be a good test. Ag concurred. Deanna reminded attendees that this was only for generic transfer courses (1T**.....)

3) Loading of the 2012-13 catalog continues. All majors and almost all minors have been sent to department representatives for edits or approval. If we don't hear back, we will assume that the degree programs are correct as written.

4) College reports

AG: Asked about a generic minor to use with majors where the major and minor have significant overlap already (ie: An S with a Biol minor). This has been added to the wish list.

BUS:

- a) Asked about a method for having IP (in process) and REG excluded in degree audits. After discussion, it was decided that it should be split into CURR and REG. This allows advisors more flexibility. This issue was placed on the wish list. Asked about having graduating senior audits run shortly after senior registration start dates have passed. This allows advisors to be more proactive in alerting students to issues with their audits while there is still time to make changes.
- b) Asked about having term summary information on audits for students on academic probation. AG and several majors already have term summaries on all their audits. After discussion, it was decided that they could be added to all majors across colleges. The largest consideration in the past was the amount of resources that were used when an additional page was printed for each student. With most colleges receiving their audits electronically this is less of an issue. This is now a project for the degree audit staff to incorporate on all majors as time allows.

DSN: No report

ENGR: No report
H SCI: No report
LAS: No report
V M: No report

- 5) Additional item: This was not discussed because of time constraints.
- a) Audits for students who applied and then decided not to attend ISU at that time but returned later are showing incorrect header information (pulled from info file) until the 10th day file update. This makes more work for college staff. Deanna asked for examples of this situation to be sent to her. Specials are usually a large part of this population and have some unique issues. Dennis from IT reported that is a process in place but it does not catch all these students.
- 6) Wish List
- a) Add summary lines to all majors. AGLS, ENGR, and LAS have been done. We will work to get BUS, H SCI, and DSN updated. All have been done. 4/18/12
 - b) Audits generated for graduating seniors after they have registered for classes for their final semester so graduation evaluation & advising can be done earlier in the process. This is a high priority. Laura & graduation evaluators are meeting with colleges to discuss this.
 - c) Double majors and minors as a part of the "What-if" audits
 - d) Method for having CURR and REG excluded in degree audits - will be reviewed with u.achieve.
 - e) Create e-reports for advisor lists (Lists 1, 2 & 3) - this is an IT project.
 - f) Electronic routing for degree audit changes – PEAS committee project
 - g) Have DARS find and replace courses in when course numbers change so they don't have to be changed individually. This is an IT project.
 - h) Colleges & departments able to enter exceptions on the web instead of using client
 - i) Generic minor to use with majors where the major & minor have significant overlap already (ie: An S with a BIOL minor).
 - j) Look at minor programming to see where the problems are coming from. See RCC minutes from 4/17/12 meeting.

Next meeting will be Wednesday, September 19 at 10:00 am in 311 ESC.
This date is a change due to schedule conflicts. Please update your calendars.

Respectfully submitted – Karen Terpstra 3/29/12