

## **Records and Registration Meeting Minutes**

### **August 14, 2006**

**Degree Posting** Paul Simmons discussed handling of degrees for students that do not complete their degree in a term in which they have been enrolled. Currently the practice is to post the degree in the term of completion. This may leave a gap between the last date of enrollment and the date the degree is completed. However, there is agreement that this is not causing any issues or concerns.

**Optix access for Registrar staff** Paul Simmons explained that access for graduate program Optix records has been requested from IRT for the University Registrar records staff. This will allow the Office of the University Registrar to respond directly to requests for records regarding subpoenas, etc. and without having to request the paper transfer of records for the various programs.

**New academic policies & changes to academic policies** Paul Simmons requested that all changes to academic policies be copied to Academic Affairs (Dr. Angie Barretta-Herman) and to EPPC as an informational piece. This will allow systematic review of policy changes, university policy consistency and compliance, and central review of changes. This practice will assist the university in moving toward compliance with accreditation recommendations. Please contact Paul Simmons if you have any question. Thanks for your assistance.

**GRE Score Reports** Leslie Krona wanted to explore the possibility of receiving GRE test scores by electronic means rather than paper. Electronic is free and paper transmissions has a fee. Jim O'Conner described methods for collecting the test scores and distributed a handout of explanation. A meeting with Jim, Leslie, the Office of the University Registrar, and IR & A will be set to discuss the possibility of centralized collection options.

**Training Needs** Linda Dorn indicated that she would be scheduling training on faculty load and course rollover in Fall 2006. She requested any suggestions for additional training. If you have any suggestions email Linda Dorn.

**Training videos are now behind the University firewall** Linda Dorn announced that due to the vendor's request, all Banner related training has been move behind the university firewall. You may now be required to enter a password to access the training material. If you have questions contact Linda Dorn.

**Course Roll** On Friday, October 13<sup>th</sup> courses thru 200830 will be rolled. If you have part of term requests please fill out the online part of term form by September 22<sup>nd</sup>. Please check your prerequisites and sections prior to the roll. After the courses are rolled, please verify that all of your sections are correct and add information such as instructor, days, times etc... If you need help with cross listings contact Katie Smidt in the Office of the University Registrar. Any additional questions contact Linda Dorn.

**Address Verification** Linda Dorn described and demonstrated the web address verification process for undergraduate students. Linda asked everyone to consider if the same process could be used on the graduate level. If you are interested in using this process e-mail Marie Aho.

Teresa Kohlbeck from the Business Office reminded everyone to only add a billing address for a student if the billing address is different from their permanent or local address. Remember to also look for needed changes to a billing address if the student is changing their addresses

**Use of SHACATT to collect graduation information** Linda Dorn demonstrated how SHACATT could be utilized to capture graduation related information like weight ,height and head size. This information could then be used to generate reports for the bookstore. There was also a suggestion to allow students to enter the information using MURPHY. Linda will investigate the alternatives.

**Using SSASECT for data collection** Nancy Shoen explained the role of IR & A in the central distribution and reporting of student evaluation of faculty information. The IR & A collects detailed information concerning instructional and non-instructional faculty commitments to assist with the evaluation of faculty load.

IR & A is also responsible for the distribution, collection, and reporting of student evaluation of teaching information. A new 16 question form with pre-printed header information is now in use. Nancy emphasized the importance of maintaining accurate beginning and ending dates for all sections on SSASECT. The ending dates are important as they are used to determine when evaluations should be distributed to faculty. The reports are distributed two weeks before the end of the part of term. If faculty don't receive the evaluation form contact IR& A. It is also very important to be sure that each section has an assigned instructor. Without an instructor assignment the forms cannot be delivered.

Nancy also demonstrated the folder in Reportnet that contains a summary of the evaluation information. The report is called Student Reports on Teaching and is located IR & A Folder. If you have any problems with access contact IR & A.

A suggestion was made to have the forms distributed three weeks before the end of the term. IR & A will look at that option.

**Billing for Fall 2006 is coming up** Teresa Kohlbeck asked that everyone check the billing for accuracy. Especially look at the parts of term for accuracy. Billing will be completed on August 23<sup>rd</sup> and reflect data as of August 22<sup>nd</sup>. If you see any problems or have questions contact Teresa in the Business Office.

**Support available** Paul Simmons reminded everyone that support for processing, policies, procedures, and Banner usage is always available from the Registrar's Office. Please feel welcome to call us with your questions or problems.

**Next meeting Monday, September 11, 2006, St. Paul location TBA**

**Submitted by**  
**Paul Simmons**