

Records and Registration Meeting Minutes December 11, 2006

Graduate Latest Decision Code Legend

Paul Simmons distributed copies of the Graduate Latest Decision Legend and a legend that indicates how these codes are used in presenting the data on the Graduate Admission Statistics reports distributed by e-mail each Monday. Thank you again for providing the information to create the legends. Please use the legends to recheck the data on the Graduate Admission Reports. The list of applicants is now included with each report to make checking the reports easier. Please feel free to contact Paul Simmons if you find anything on the report that needs adjustments.

Data Accuracy

Paul Simmons reminded everyone of the importance of collecting and entering accurate data into Banner. The collection of accurate data allows the university the opportunity to produce profiles of various processes and to assist in planning. It is important to maintain clean and robust data collection practices to accomplish the presentation.

Reporting

Jim O'Conner presented some of the reports used by the Opus College of Business. Jim suggested that we create a separate folder named Registration and Records to contain the reports that he and Fred Capuzzi have created and are willing to share. Programs that are interested in viewing data profiles about their programs may use the reports. Jim has requested that IT create the folder and the folder should be available soon. Suggestions concerning reports that should be placed in the folder should be forwarded to Jim O'Conner, Paul Simmons, or Fred Capuzzi.

Missing Grades and Student Evaluation of Faculty

Paul Simmons announced that Institutional Research & Analysis has begun sending a daily report of missing grades to assist in the distribution of Faculty Evaluations. Under a new process and procedure, the evaluations are distributed only to faculty that has turned in their grades for the term. If you have questions about the reports or the process, please contact Institutional Research & Analysis.

7.3 Training Videos

Linda Dorn announced that she has created training videos reflecting the changes that will result from an upgrade to Banner 7.3. If you have questions about the videos, please contact Linda Dorn.

7.3 Upgrade and System Availability

The upgrade to Banner 7.3 will occur during the weekend of January 5. The system will be down on January 5. Linda presented the upgrades that will occur on SGASTDN. There was a demonstration as to how to update students on SPAREGS if the student has an enrollment record for the term. Linda also demonstrated the changes on GOAMTCH.

GRE Test Scores

Paul Simmons announced that the Office of the University Registrar is still working with IT to implement the electronic GRE test score process. We are in the process of trying to resolve an encryption software issue.

Next meeting Monday, February 12, 2006, St. Paul Campus Location to be determined.