

Records and Registration Meeting Minutes May 14, 2007

Data Integrity

Dr. Angie Barretta Herman requested that each program carefully review their procedures for the entry of data, keeping in mind that data integrity is important to the support of the institution. With the change to Banner and the decentralizing of functions, it is important to review to be sure that data is being entered and entered accurately. This will provide the basis for accurate report of information for decision making. Dr. Barretta Herman will discuss this with the Dean's council, 05/17/07.

Admissions Procedures

Dr. Angie Barretta Herman suggested that Paul Simmons organize a meeting of the R & R coordinators to draft a "standard" admissions procedure for Banner. Paul Simmons will set a meeting and request that Doug Stubeda assist with his expertise in the admission area.

Graduate Catalog

Dr. Angie Barretta Herman announced plans to create a graduate catalog to assist with bring consistency to the policies across all graduate programs. The current web version is in the process of being redesigned. Each program is requested to review their policies and check their policies against the graduate policies on the web to assure that the policies are in agreement and that all relevant policies are represented. Questions or concerns about policies should be forwarded to Dr Barretta Herman for review and possible revision by the Graduate Curriculum Committee.

Graduate Admission Report

Paul Simmons reviewed the Graduate Admissions Report and requested again that each program carefully review the report to assure that the report is representing the admissions statistic, which are consistent with the information in each program. If you find errors, please contact Paul Simmons. If you need to be added to the distribution list contact Paul Simmons.

Data Integrity Report

Wood Foster Smith and Nancy Shoen presented the new Data Integrity Report. The correction of the errors on the report is required to maintain the accuracy of the University's internal and external reporting. Both Dr. Barretta Herman and Dr. Kreitzer indicate that the correction and maintenance of the data is critical to the University. The report is divided between Student Demographic and Course and Section information. The report show missing and incorrect data. The report also shows how to fix the bad data. The report will be run weekly. The reports will be run as a test this Summer 2007. Please report any feedback concerning the reports. The finalized version will begin in Fall 2007.

Net ID

Jim Olson distributed the Bulletin announcement for Net ID, screen pictures of Net ID process, and summary of the implementation schedule. Jim reviewed the improvements that net ID would create and indicated that the time to receive a new access account will be reduced. Jim also indicated that SSN would no longer be used as part of the identification. Each program will need to rework their procedures for granting new access to incorporate the changes resulting from Net ID. Questions should be directed to Jim Olson.

Deferred Until Next Meeting

The following items were deferred until the next meeting: Preview of Graduate Policies Website, Faculty Load, Library Access, Proposal for Dual Degree Records and Reporting.

Next meeting Monday, June 11, 2007, Location Minneapolis

Submitted by Paul Simmons