

## **Records and Registration Meeting Minutes**

**June 09, 2008**

### **Importance of Graduate Admission Data Collection**

Joe Kreitzer emphasized the importance of having available and valid graduate admission data in order for the University to make critical decisions for future planning. In the same manner that undergraduate data is used for planning and projections, there is a need to review graduate data for planning. Joe asked that the programs make an extra effort to increase the availability of admission data, the data standardization and accuracy. This is required for the future planning and budget efforts. If the data is missing, this could have affects on the programs. Programs should increase their efforts to provided recruitment data and a more complete representation of recruitment to registration information. Programs should also work together to help standardize the entry of admissions information between the programs. This will assist the University efforts in presenting and interpretation of this data

### **Graduate Address Verification**

Ann Burke explained how the undergraduate address verification process is being used by the University in an effort to assist the graduate programs in assessing the utility for use by the graduate programs for collecting graduate student address information. By looking at the process it is hoped that the graduate program could suggest changes to the undergraduate process to allow the process to be used by the graduate programs. Please let Ann know of your interest in using the process and any suggestion you may have concerning modification required to allow the process to work for your program.

### **Net ID Claim Codes**

Ann Burke opened the floor for questions concerning the claim code process. Ann announced that an "old" e-mail purge is in process. "old" e-mails will be inactivated on June 15, 2008 and deleted on July 1, 2008, unless IRT is contact by the e-mail holder with a valid reason for maintaining the account. Ann also mentioned that access for former students to Murphy On-line is permanent. Former students will continue to have access as long as they continue to remember their Student ID# and PIN.

### **Changes to Banner and notification to Office of the University Registrar**

Richelle Wesley requested that graduate programs please notify the Office of the University Registrar of significant changes to the registration and records system requested by the programs and accomplished by IRT, to allow for checks to be made for ramifications for other processes. Richelle gave the example of changes that where made to the time ticketing processes that affected other programs

### **Admission Training**

Doug Stubeda announced that he would be presenting admissions training on Tuesday, June 9, 2008, in OSS 333. If you are interested in attending, please contact Doug by e-mail

### **Reporting Training**

Jim O'Conner was available for reporting training. Suggestions for future training ideas may be directed to Jim.

### **Next Meeting Time and Location:**

**July 14, 2008 -- 10am-12:00pm -- Minneapolis campus MOH 105**

**Respectfully submitted,  
Paul Simmons**