

## **Records and Registration Meeting Minutes**

**March 9, 2009**

### **Commencement**

Chad Kluck indicated e-mails are in the process of being sent out requesting faculty marshal volunteers. Volunteer information is then entered into Blackboard by the departmental representatives. Instructions on how to enter this information on Blackboard is contained within the e-mail. Linda Dorn announced that she is in the process of sending e-mail reminders that March 30<sup>th</sup> is the deadline for entering codes, dissertation titles, and doctoral chairs into SHADEGR. Linda and Chad reminded everyone that the commencement would be on May 23<sup>rd</sup> and that this is Memorial Day weekend. Please remind volunteers ahead of time concerning this fact to reduce possible dropouts. Linda also announced that the commencements for December 2009 and May 2010 will be held off campus due to the construction projects. Please contact Linda if you have questions.

### **Murphy online PIN Generation**

Andrea Seberg indicated that having IRT generate a PIN and communicate the information to newly admitted students is an available option. This option avoids the need for the student to come to the program offices to receive this information. If you are interested in implementing this as a process, please contact Andrea Seberg or May Ko yang in IRT.

### **Change of SBGI – Institution Code**

Teresa Kohlbeck announced that the SGBI - Institution code 999999 will no longer be used as a valid code. The correct code is 006110. Existing occurrences of 999999 will be converted to 006110 using a conversion process.

### **Banner 8.1 Update**

Shaun Faricy announced that testing on Banner 8.1 is anticipated to begin at the end of March 2009 and implementation is estimated to be July 31<sup>st</sup>. There are still some unresolved fee assessment process related issues that could result in delays if not resolved. However, these issues are expected to be resolved and the conversion should progress as planned. Changes to the schedule will be announced if required. Please address questions concerning the conversion to Shaun.

### **Graduate Application Module**

Tracie Hathaway presented an overview of the GAM implementation which is expected to be completed in the beginning of August. GAM is an on-line application process. The advantages are to provide for earlier application information and better application information reports. The potential student can complete their application on-line and over a time period, rather than all at once. Currently Fulltime MBA, Evening MBA, and Graduate Education are implementing GAM. There is a hope, that it can be used by all of the programs. GAM can be customized to program needs and will interface with Banner. This will reduce manual data entry of applicant information. The application design will be available in late March when Banner 8.1 is available. The time table is: June testing, July user acceptance, and August go live. If you have questions or require additional information, please contact Tracie.

### **Section Proofing and Data Integrity Reports**

Kate Christensen announced that in order to be proactive in reducing the number of errors in section and catalog information which causes students issues, Data Integrity Reports are being automatically distributed on a weekly basis by e-mail. The reports display the following errors: 1) Attribute inconsistencies. 2) Variable credits and billing hour inconsistencies. 3) Gradable lab errors. 4) Sections with zero enrollment maximums. 5) Prerequisite mismatches between the catalog and section. Kate indicated that if you are finding items on the reports that you feel should not be present, you can contact Wood Foster-Smith and he can assist with reviewing and updating the report. Linda

Dorn announced that there are also a number of reports available on Cognos in the public folder in Student Information Reporting. The reports are Section Proofing Reports and there are four. They display the following information: 1) Attributes. 2) Classroom Types and Special Equipment. 3) Course Tallies. 4) Prerequisites. Please be aware that these reports on Cognos reflect information as it was the previous day. If you have questions concerning the reports please feel free to contact Kate or Linda.

### **Graduate Policy Review and Updating**

Paul Simmons requested that the coordinators review the policies that have been distributed by e-mail and provide any input concerning required changes or questions. Please forward your comments directly to Paul at [pmsimmons@stthomas.edu](mailto:pmsimmons@stthomas.edu). As announced at the last meeting, it is hoped that when the policies are complete they will be placed on a web page in an updated format and replace the existing Graduate Policies Library on the University Registrar web page.

### **Reporting Training**

Jim O'Conner asked if anyone was interested in using Lyris to capture applicant data that cannot be entered into Banner due to a lack of address information. Lyris can be used to capture and report this information. If you have questions concerning Lyris or are interested in using Lyris to manage this type of data please contact Jim. Questions concerning the student portal and reports on Cognos may also be directed to Jim.

**Next meeting will be April 6<sup>th</sup> at 10:00am on the St. Paul campus, location TBD**

**Respectfully submitted,  
Paul Simmons**