

## **Records and Registration Meeting Minutes September 14, 2009**

### **Introduction of Kristine Baker**

Kristine, who replaced Kate Christensen, was introduced by Terry Lynn Eggert. Terry Lynn briefly described the responsibility of Kristine's position. Her responsibilities include: Catalog maintenance, editing and production of the Undergraduate catalog, and processing of enrollment certifications. Kristine is the contact person for questions concerning the setting up of courses and sections.

### **Centralizing of Veterans Administration Certification**

Terry Lynn reviewed the centralization of the Veterans Administration within the Office of the University Registrar and outlined the benefits of central automated processing and administration. Terry Lynn reviewed information concerning the UST Cares Support Group and indicated she would forward information concerning the group. If you have questions concerning the veterans processing of the Support group, please contact Terry Lynn.

### **Graduate Policies Library and Links**

Paul Simmons and Linda Dorn provided a preview of the updated Graduate Policies Library. The new web site location for the policies library will present the general minimum policies established by the university and will also provide a link to the various Graduate Program web sites. The programs are requested to provide a web location to be used to display the individual program policy pages. Please forward the location you would like the web page to point to for your program policies to Linda Dorn by October 16, 2009.

### **R & R Topics for the Coming Year**

Paul Simmons requested that the program representatives think about topics for future meeting discussions. Paul gave the example of the general review and discussion of the admissions procedures and how this proved useful in examining a comparison of the various programs and how admissions is processed in each program. This gave programs a chance to standardize and to pick-up tips on processing. There was a discussion of optical scanning and how future discussions and a representative from IRT might be of assistance in advancing the use of optical scanning and understanding the procedural aspects. Linda Dorn indicated that we could have further discussion at the next R & R meeting and she will invite Marie Aho to provide additional technical discussion.

There was also a discussion of document retention and the resources that are available for establishing a retention schedule. Paul indicated that there is a resource on the library web pages that provide the recommendations for document retention. The web pages are located at the following web addresses within the Library's web pages:

The general Record management web page is located here:

<http://www.stthomas.edu/libraries/collections/special/collections/records/default.html>

This web page provides management guidelines for records:

<http://www.stthomas.edu/libraries/collections/special/collections/records/guidelines.html>

This web page provides a list of the retentions schedules established by office:

<http://www.stthomas.edu/libraries/collections/special/collections/records/bydept.html>

If you have question concerning the retention of confidentiality of records please feel free to call Paul Simmons in the University registrar's Office.

## **Commencement**

Linda Dorn announced that the commencement ceremony will be held off campus for December 2009 and for May 2010. The location for the December ceremony will be at the St. Paul, River Centre. The exact location for the May 2010 ceremony is not available at this time. Linda showed the commencement web page (<http://www.stthomas.edu/commencement/>) This web page is available for providing basic information concerning commencement.

## **Banner 8.1.1. Update**

Linda Dorn reviewed the process for adding instructors name as a work around to the error message that is occurring on SSASECT following the update to Banner 8.1.1. SIAASGN is the form that should be used to add instructors. Linda indicated this form should be used even if there is no error message as there is still a possibility of creating other error.

Linda indicated the definition of the codes presented in the first column in the course look-up in Murphy On-line will be provided in a document in Blackboard. If you have questions concerning the codes please contact Linda.

Linda reviewed the edited registration error messages that are in use in Banner 8.1.1.and indicated that the messages have been re-written with the intention of making messages more user understandable. A table of these error messages had been e-mailed earlier for comment. Linda asked if there were any recommendations for changes. Doug Stubeda indicated that his department instructed students to see the department rather than the instructor when a course is closed. The current message indicates the student should see the instructor or department. Doug thought this was confusing to the student. Linda will look at the wording to see if it can be made more understandable to the student. If you have additional recommendation concerning the error messages please contact Linda Dorn.

Linda indicated that a summary of the changes resulting from the Banner 8.1.1 upgrade are available on Blackboard. If you do not have access to Blackboard or have trouble finding the summary, please contact Linda Dorn.

Linda reviewed the "Section Enrollment tab" that is available on SSASECT. The tab allows you to reserve seats (registration spaces) for majors or for particular majors, etc. If you think you would like to use this feature please contact Linda Dorn or Kristine Baker and they will provide you with more detailed information on capabilities and how to use the tab.

Linda reviewed the capabilities of SFAMREG a new form available in Banner 8.1.1. that allows you to complete mass drops and to move students between courses and sections. The form also allows the ability to complete refined searches for students by attributes and produce lists for review. Question concerning the form can be directed to Linda Dorn.

## **Procedures for entering a student as deceased in Banner**

Linda will be posting a procedure on the proper way to change an active students or non-degree student to deceased on Blackboard. It is important to record this information if you become aware of this information.

**Next meeting will be October 12<sup>th</sup> at 10:00am on the St. Paul campus, Room TBD**

**Respectfully submitted,  
Paul Simmons**