

Records and Registration Meeting Minutes November 9, 2009

Optix

Marie Aho provided a review of Optix and the documentation. The documentation is located at; <http://www.stthomas.edu/irt/support/enterprise/optix.html>. Marie indicated that if you have questions or need assistance in the creation of new document types you can contact the IRT help desk. There was a question concerning the conversion and identification of document types and the deletion of documents and she indicated she would research and provide additional information at a later time.

Banner 8.1.2 Upgrade

Shaun Faricy provided an update on the progress toward the upgrade to Banner 8.2/8.2.1. She explained that the reason there are more frequent upgrades is SunGard has changed from the practice of providing patches to the system to correct Banner problems to a practice of providing more frequent upgrades. These upgrades appear to have less vendor pretesting and therefore we should watch for concerns and problems as we are doing our progression testing. The progression testing is now open and must be completed no later than November 25th. The data for progression testing is reflective as of September 30th. ODS and EDW will be remaining at 8.1. The 8.2 CAPP XML degree evaluation will not be installed as there are problems that cannot be resolved at this time and therefore the present CAPP will remain in place. The upgrade is scheduled to be live on December 5th. Shaun will be forwarding link providing an overview of the timeline and summary of conversion.

Archiving Documents

Paul Simmons provided a brief overview of the University Records Management Policy and the Retention schedule. These documents are located at the following web site; <http://www.stthomas.edu/libraries/collections/special/collections/records/default.html> If you have questions about the retention or the release of records please contact Paul Simmons.

Graduate Policies Library and Handbook Links

The new graduate policies library is now implemented and resides at the following address; <http://www.stthomas.edu/registrar/facultystaff/gradpolicies/default.html>.

Paul Simmons reminded everyone that each program still need to provide a link for their individual school/college/program policy pages. Please make arrangements to forward the site you would like listed on the policy page to Linda Dorn no later than November 30th. If you have questions concerning what is required please contact Paul Simmons or Linda Dorn.

Assignment of Course Numbers prior to the presentation at UCC/GCC

Paul Simmons requested that the programs please assign course numbers to their new courses prior to sending the new courses to UCC/GCC. The assignment of course numbers will be of great assistance in identifying and tracking course progress through approval stages.

Reference/Recommendation Form

Paul Simmons presented a form that can be used to assist faculty in gaining written signature and approval for the release of student information in the course of providing a student requested reference or recommendation. The form was drafted following ACCRAO and FERPA example. A copy of the form will be forwarded for program use. Questions concerning the form and use can be directed to Paul Simmons.

Commencement

Linda Dorn presented information concerning the Fall Graduate Commencement Ceremony to be held on Friday, December 18th at the St. Paul RiverCentre. Participants will be paying for parking. The

1st proof will be sent out and will be due on November 18th. Reader cards and additional information will be provided at a later time. Linda announced that the May Graduate Commencement Ceremony will be held at the Metrodome. Questions concerning commencement can be directed to Liz Pojar or Linda Dorn.

UMBUG

Linda mentioned that the Upper Midwest Banner Users' Group will be holding the Winter Meeting at St. Catherine University on Friday, January, 22, 2010. Linda encouraged everyone to attend as the information provided provides an opportunity to see how others are using Banner and allows an opportunity to ask other Banner users questions. Here is the UMBUG web page which contains additional information and the dates and locations of future meetings; <http://umbug.org/>. Contact Linda Dorn for additional information about the organization.

Introduction of Paul Thornley

Linda Dorn introduced Paul Thornley. Paul replaces Wood Foster-Smith as Data Base Analyst in the Office of the University Registrar.

Next meeting will be December 14th at 10:00am on the St. Paul campus, location TBD

**Respectfully submitted,
Paul Simmons**