

## **Records and Registration Meeting Minutes**

### **May 8, 2006**

**Degree Posting** Paul Simmons discussed options for handling the posting of degrees for students that do not complete their degree in a term in which they are enrolled. Two options were discussed: option one required that a zero credit course be added in the term that the student was granted the degree. Option two was to post a transcript comment explaining when the student actually completed the requirements for the degree. Doug Stubeda expressed a concern regarding several people having access to SHATCMT.

There was no agreement on what would be a best procedure to follow. There will be further discussion at the next meeting.

**NR & I Grades** Paul Simmons explained that the NR & I grade change proposal that had been outlined and discussed at the last R & R Meeting has been approved by GPPC. By agreement, the procedure will go into effect as of December 2006 which will change the NR & I grades from 200620 and 200630 to F'.

**Faculty Load** Linda Dorn gave an update on faculty load processing and reviewed some training issues.

**Concurrent Curriculum** Linda Dorn demonstrated SGASTDN and how it is used in Banner 7.2. If you have questions, please contact Linda Dorn or Wood Foster Smith in the Office of the University Registrar.

**Banner 7.2 Update** Ann Burke gave an update on the change to Banner 7.2. The change will begin on the evening of May 11<sup>th</sup>. Ann indicated that DMRP will be available for creating reports during the change and TRNG will be available to look up information, but not for changing data while the conversion is in progress. Ann distributed a Banner 7 upgrade calendar.

**CAPP 7.2** Terri Topness gave a demonstration of the new degree evaluation in Banner 7.2. Terri explained that printing the new version required that it be printed in landscape format. Terri demonstrated waivers and substitutions, and adjustments and rules, as they are displayed and used in the new version of Banner. Please be sure to let Terri know if you encounter any problems or issues with the new Banner 7.2 Version.

Terri indicated that she would be scheduling meetings during the Summer to allow for updates to the degree evaluations.

**GTS** Wood Foster Smith requested input into how GTS has been working, if there had been any problems, and to see if the reports are useful. There seem to be no problems and the reports are helpful.

Wood suggested that SHADEGR be updated by Sunday, May 14<sup>th</sup>, to assure that the seating charts for commencement are up-to-date.

Processing for this term should not create any problems due to the Banner 7.2 conversion. The GTS processing and reports will be completed in mid-June. Please check these reports carefully for problems. Problems can be most easily identified by reviewing those records that have an 'N' status, which will indicate a record that had met requirements previously, but are now no longer meeting requirements.

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**Course Evaluations** Sue Wager asked if it were possible to link student course evaluations to grades or something else to assist with receiving the evaluations from the students. Wood Foster Smith suggested that Sue contact the Office of Institutional Research for assistance concerning ideas for course evaluations.

**Term dropdown on processing screens** It was requested that the order of the drop down terms on processing screens be change so the most recent term appears first. Linda Dorn indicated that she is currently working with IT on making this change.

Submitted by  
Paul Simmons

**Next meeting Monday, June 12, 2006, Minneapolis location TMH 350**