

## **Records and Registration Meeting Minutes September 12, 2005**

### **New Program Manager Introduced**

Lisa Dalsin, was introduced as the new Program Manager for Master of Social Work.

### **Graduate Admissions Statistics**

Paul Simmons distributed a matrix displaying the codes and descriptions for the field "latest decision". The matrix indicated how the codes were defined, as either a student being "admitted" or "denied". These definitions will be used to provide admissions statistics for each of the Graduate Programs/Schools. The Programs/Schools were requested to review the matrix definitions. A draft of the statistical fields that will ultimately be presented was also included on the matrix.

### **Graduate/Professional Program Policies**

The Graduate/Professional Programs that have not forwarded a hard copy of their academic policies/procedures were reminded to send a copy to Paul Simmons within the next month. The purpose is to create a Graduate/Professional Program Policies/Procedures Summary.

### **Optix Silo**

Paul Simmons requested that the Schools/Programs that have concerns about releasing access of the Optix information to the other Schools/Programs please revisit the decision, as the information will be released only to other records managers, who will maintain the confidentiality and security of that data. Further, discussion will be conducted at the next meeting to determine options and directions.

### **Transcripts for applicants with a previous degree from the University of St.**

**Thomas** The Programs/Schools were asked to review the need for students to request transcripts from the University of St. Thomas if the student had graduated from the University of St. Thomas. The information required can be obtained from Banner on the form SHATERM or an unofficial transcript can be printed using Murphy Online. However, some requirements may necessitate the request of an official transcript.

### **Useful training and resource links**

Linda Dorn reviewed the location of the Graduate Policies Library, presented and explained SHATERM, and demonstrated how an unofficial transcript could be viewed and printed using Murphy Online. Linda also demonstrated the location of on-line link for instructions for Murphy Online.

### **Dropping an Audit Class**

Teresa Kohlbeck reviewed the procedures for dropping an audit course and demonstrated the location of the procedures.

### **GOAADDR demonstration and discussion**

Wood Foster-Smith presented a demonstration of the procedures the schools/programs will use to review the few addresses that may require corrections. Wood previewed the report and screen that will be used to complete the reviews.

**Next meeting Monday, October 10, 2005, place of meeting to be determined**