

**NDUS Registrars Council and SR User Group  
Meeting Minutes  
Wednesday, October 19, 2011  
1:00 PM – 3:50 PM  
IVN**

**Members present:** Tom Leno, Sandy Fried (BSC); Paula Berg (DCB); Marshall Melbye (DSU); Dan Johnson (LRSC); Pam Braaten (MaSU); Rebecca Porter (MiSU); Barb Mund (NDSCS); Kristi Wold-McCormick, Rhonda Kitch, Heather Soleim, (NDSU); Suzanne Anderson and Ray Pospisil (UND); Jody Klier (VCSU); Kaylyn Bondy (WSC); Charles Fjeld, Mona Breuer, Deb Ott, Susan Klava, Roy Lillfors(Campus Solutions Staff); Aimee Copas (NDUS).

The meeting was called to order by Pam Braaten at 1:00 p.m.

**Discussion Items:**

Minutes from the meeting on May 25, 2011 – No corrections or revisions were made to the minutes as distributed. A motion was made by Suzanne Anderson to approve the minutes. A second to the motion was made by Kristi Wold-McCormick. The minutes were approved-passed.

**\*\*Q/A Anonymous Identifiers for all students who request privacy via the FERPA indicator in Peoplesoft -Dick Jacobson, SITS Staff, NDUS IT Security Officer & digital Millennium Copyright Agent.**

Dick mentioned that he thought the message of the current project to anonymize the identifiers of all students who request privacy via the FERPA indicator in PeopleSoft was carried to our group. For the FERPA indicator in CC - if someone declares privacy - name cannot be displayed to the general public. The NDUS moved forward to anonymize students who have any one of the 17 FERPA indicators turned on – the process was completed during the evening of October 18, 2011. Every NDUS campus has at least one person who is actively involved in this process. Dick Jacobson mentioned that he will be providing additional information relating to this item at a later date.

**\*\*NDUS Address Verification – Linda Baeza Porter, Business Analyst – Recruiting & Admission.**

A contract has been signed with Hobsons to continue the address service verification. Address verification is updated either monthly or quarterly. Linda provided additional information related to the current process in place for students. NDUS Admissions Offices have found this product to benefit their internal processes.

**\*\*FERPA restricted directory by campus – Business Analysts.**

Discussion from the group indicated that there is a need to provide the option for FERPA restrictions to be set by individual campus, instead of only one restriction for all NDUS campuses. Mick Pytlik sent an email message to Pam Braaten providing the following information >>> the business analysts aren't in a position to provide an update since the decision on how to proceed is now in Mick's court. Mick shared that he will make a decision and communicate with affected groups on how to best handle the request. Information will be provided at a later date.

**\*\* DR List Update/Review Prioritization – Pam Braaten and Campus Solutions Staff – Business Analysts.**

**The first group of DR requests include a review/revisit of DRs from the prior NDUS Registrars Council & User Group meeting.** These DRs were either tabled during the last meeting or a decision was not clearly made as to the next step.

**Review/revisit DR** > Date of request: 05/05/2011. Subject of request: Automate data pulls from production for Blackboard Snapshot tool. Institution/Requestor: UND/Corey Quirk. Automate data pulls from production for Blackboard. Suzanne mentioned to continue to have this DR tabled.

**Review/revisit DR** > Date of request: 05/20/2011. Subject of request: Query NDU\_0123\_SR\_A-Section with Students Not Approved. Institution/Requestor: BSC/Claire Jorgensen. Tom Leno mentioned to cancel this DR request.

**Review/revisit DR** > Date of request: 05/24/2011. Subject of request: Academic Standing Report. Institution/Requestor: BSC/Claire Jorgensen. A consensus came from the group to move this DR to the In Development tab on the excel spreadsheet-DR Priority List. The DR was approved by all NDUS institutions.

**Review/revisit DR** > Date of request: 04/18/2011. Subject of request: Change legal faculty name to primary or preferred on various reports. Institution/Requestor: MaSU/Pam Braaten. Pam Braaten mentioned to cancel this DR request.

**The second group of DR requests include new DRs.**

**New DR** > Date of request: 06/17/2011. Subject of request: Addition of addresses to NDU Grads by Major and Minor report. Institution/Requestor: DSU/Marshall Melbye. Marshall provided information related to this DR request. Marshall stated that it is not a high priority, but would be beneficial to have in place. A consensus came from the group to move this DR to the In Development tab on the excel spreadsheet-DR Priority List. The DR was approved by all NDUS institutions. Low priority.

**New DR** > Date of request: 08/29/2011. Subject of request: Request for Grade Roster View. Institution/Requestor: UND/Ray Pospisil. Roy Lillfors provided some information referring to a

“view”. Roy mentioned that this DR shouldn’t take too much time to build. It would take additional time for testing in STAGE. A consensus came from the group to move this DR to the In Development tab on the excel spreadsheet-DR Priority List. The DR was approved by all NDUS institutions.

**New DR** > Date of request: 10/03/2011. Subject of request: Clearinghouse Report/Anticipated Graduation Date. Institution/Requestor: NDSU/Rhonda Kitch. Charles Fjeld indicated that the modification to the NSC report would be a work saver for most NDUS campuses - if not all NDUS campuses. The modification would relieve the manual effort of enrollment status adjustments in the Clearinghouse file each month. A consensus came from the group to move this DR to the In Development tab on the excel spreadsheet-DR Priority List. The DR was approved by all NDUS institutions.

**New DR** > Date of request: 10/12/2011. Subject of request: Inactive Courses not displaying on academic advisement reports. Institution/Requestor: NDSU/Heather Soleim. Kristi Wold-McCormick provided information on this DR request. Deb Ott added additional information to the process of this report and did not recommend to modify this report. Suzanne Anderson recommended that we have further discussion on this request. Pam Braaten asked that this request be tabled until the next meeting scheduled for November 30, 2011. DR request tabled.

At this time during the meeting, Charles Fjeld shared information that about query NDU 0040 SR – Student personal Data/Course. He mentioned that Campus Solutions Staff would like some feedback from the group to determine whether or not to change this query to a report. Some information has been provided by campuses back to Campus Solutions as to the results of this query. Campus Solutions Staff will analyze the query some more and provide new information at a later meeting. Charles Fjeld and Mona Breuer gave additional information on the DRs and the order completion. Mona will be sending out material to the SR User Group. Roy Lillfors added that some of the DRs might be done by the end of this term. There was additional review and discussion on prioritizing of new DRs and some of the current DRs listed.

After review of the current DR list, a motion was made by Suzanne Anderson and a second to the motion was made by Rebecca Porter to consolidate DR 22, (located in the In Development tab of the DR Priority List) Date of request: 08/10/2010, Subject of request: Modify NDU Academic Standing Report, Institution/Requestor: MiSU/Jennifer Sick >>with<< Review DR > Date of request: 05/24/2011. Subject of request: Academic Standing Report. Institution/Requestor: BSC/Claire Jorgensen. The request was approved by all NDUS institutions.

Charles Fjeld asked Marshall Melbye to speak to DR 28, Details -- Teaching contracts are generated from this office, and it would simplify the work with respect to this task if this ID number were added to this report. Marshall indicated that this DR will come off current list.

From the current DR excel spreadsheet --- Charles Fjeld referred to all items listed – the first four DRs are currently being worked on at this time.

**\*\*Advisor Access to ACT Scores-Paula Berg.**

Paula Berg mentioned that she would like advisors to have access to ACT scores for advisees. Question to the group --- How do schools get their ACT scores to advisors? There was discussion relating to the security roles for advisors. Do we need a separate security role for advisors? A motion was made by Paula requesting approval for security change to the NDUS Self Service security role. A second to the motion was made by Barb Mund. Discussion included access for advisors to view the unofficial-SR XML transcript showing ACT scores as they can currently view the unofficial SR Cobol transcript. Suzanne Anderson asked if we could see what this transcript with the additional ACT information would look like before we vote. A vote was taken. BSC-yes, DCB-yes, DSU-yes, LRSC-yes, MaSU-yes, MiSU-yes, NDSCS-yes, NDSU-abstain, UND-no, VCSU-abstain, WSC-yes. The motion was passed.

**\*\*Collaborative Credit Eligible for Dean's List- Pam Braaten.**

Other campuses are being asked by their faculty to include collaborative credits when calculating honors. If so, does ConnectND provide a means of calculation other than a manual check. Rebecca Porter offered that the special GPA field(s) from the XML unofficial transcript may be an option. Braaten will look into it.

**\*\*NDUS-ND State Board of Higher Education Policy Manual-Section: 440 Enrollment Reporting.**

The NDUS degree credit enrollment reporting is intended to be consistent with United States Department of Education Integrated Postsecondary Education Data System definitions. Group discussion >> Suzanne Anderson shared with the group that she is opposed to listing the specific report types in the policy manual. Dan Johnson shared some similar thoughts relating to the process that we do academically. The concern refers to the information listed within item #3 of the NDUS policy. The NDUS Registrars group was in agreement that the specific reports do not belong in policy but in a procedure manual.

**\*\*Coding/Tracking/Counting Distance Education only students- Kristi Wold-McCormick.**

Discussion included enrollment information on distance only students. Questions to the group included: Is the information that one campus provides consistent to what another campus provides? Should we have more categories in enrollment reporting/information to track students? It was suggested that the group may want to invite Bob Larson, Director/NDUS Online to a future meeting to discuss this item in more detail. Additional questions were presented to the group: What is the real number for distance education enrollment figures? Can this information be captured during census reporting? Does the census report need to be modified? The possible census report that was referred to was "O". Jody Klier mentioned that census report "O" does have an extract.

**\*\*Add security to SR Administration permission list for view access to academic structure tables-academic group, academic org, academic career, academic program, academic plan, academic sub plan-Deb Ott, Business Analyst-Campus Solutions.**

Deb Ott mentioned that the request would include adding a view display only to those tables listed in the SR Administration security role. This process would need to be approved by the group. The Vice President for Academic Affairs from Williston State College requested this information. A motion was made by Rebecca Porter to approve the request. A second to the motion was made by Paula Berg. A consensus came from the group to approve this request. The process was approved by all NDUS institutions.

**\*\*Discussion on Continuing to Tag athletes as part of prep steps for cohort creation–Mona Breuer, Business Analyst–Campus Solutions.**

For Student Right-to-Know reporting and tagging of athletes – it is no longer being used to report through IPEDS-GRS. Question - Does this information need to be maintained any longer? Financial Aid does not use the same information that the Registrars use to tag athletes. For some campuses this is the only source to get this data for required SRK reporting on the university website. This item will remain in CC and not be removed.

**\*\*Department of Defense Memorandum of Understanding-Kristi Wold-McCormick.**

Discussion took place among the group relating to the Department of Defense Memorandum of Understanding mandates from the federal government. A question was presented to the group if anyone has signed the documents for their campus which need to be completed by the end of the year. NDSU does not plan to sign the agreement. UND will be providing the document to staff and departments on their campus for review and also to their general counsel. Kristi will provide additional follow-up to everyone by email.

**\*\*PeopleTools 8.5 Upgrade scheduled for October 21-23, 2011-Business Analysts-Campus Solutions.**

Documentation has been provided on website with additional information. Currently – multiple windows open at the same time is an issue. Testing procedures will be done during weekend of October 22-23. With a difference of code-multiple windows cannot be open.

Meeting adjourned at 3:50 p.m.

Respectfully Submitted,  
Tom Leno, Chair-Elect/Recorder  
NDUS Registrars Council & SR User Group