ConnectND Campus Advisory Committee
Meeting Minutes
October 25, 2007

Members Present:
Jeff Jacobs, BSC
Mark Lowe, DSU
Joann Kitchens, LRSC
Jonelle Watson, MiSU
Jim Borkowski, MiSU-Bottineau
Viet Doan, NDSU
Peggy Lucke, UND
Marcia Pritchert, VCSU
Brenda Wigness, WSC
Julie Schepp, NDUS

HECN Present:
Mick Pytlik
Janie Adam
Teri Thorsen
Scott Mahar
Marv Hanson

Members Absent:
Mary Iverson
Mike Renk

I. ND HEUG Update – Jeff Jacobs

Jeff will prepare a report on the 2007 ND HEUG conference. Report will contain recommendations for the 2008 conference. Jeff indicated that the location and dates for the 2008 conference should be identified soon.

II. ConnectND Executive Director's Report – Mick Pytlik

Director's report was sent via email to members. No discussion ensued.

III. Reducing Complexity in Campus Solution – Facilitators

1. **1098T's**: Peggy Lucke reported that no work group was assigned to this issue as it is the expectation that a recent PeopleSoft bundle provided the functionality to address the issues that have been problematic. An email came out from HECN yesterday (10/24/07) asking for volunteers to test the 1098T process to verify that the issues are resolved.
2. **Academic Standing**: Peggy relayed the following report from Mary Iverson – This issue relates directly to the grade point average issue (#5) and cannot be determined until the GPA complexity issue is addressed. The academic standing work group will be submitting recommendations.
3. **Refunding**: Peggy Lucke reported that no work group was assigned to this issue. Peggy and Mark reviewed the issue and the refund tables with the Student Finance business analyst. The issues raised by the business analyst can be addressed with some minor 'clean up' of the adjustment calendars and UND addressing its refund set up for correspondence courses. All campuses should follow the approved SBHE policy
4. **Academic Calendar**: See "Term Start Date" report (#7).
5. **Grade Point Average**: Viet Doan reported that the work group has compiled the feedback from the campuses but not ready to make recommendation.
6. **Satisfactory Academic Progress:** Jeff Jacobs reported the work group has not met.

7. **Term Start Date**: Julie Schepp reported that the work group, created by AAC with representatives from AAC, SAC, Administrative Affairs Council, Financial Aid, Registrars and CCF made the following recommendations: 1) For the standard 16 week session in the common Fall and Spring terms, the last day to add a course be the 11th calendar day of the term and the last day to drop a course without a record be the 11th calendar day of the term. The first day of class [day 1] is the day identified as registration day on the system common calendar; 2) The standard 16 week session term withdrawal date be Friday of the 12th class week; 3) The add, drop and withdrawal dates for non-standard sessions in the term be set in proportion to the dates for the standard session in the term; and 4) These recommendations be effective for Fall 2008 term. Joann Kitchens, LRSC, informed the committee that LRSC's Air Force Base programming will continue to use Sunday for term start date. Julie made a motion to accept the group's recommendation; seconded by Peggy Lucke. Motion carried unanimously.
8. **Transcript Issue**: Jonelle Watson reported the work group has had two conference calls and that all campuses are willing to standardize. The group believes that needed changes are cosmetic in nature but would like more guidance to identify specific issues. The work group will continue to work on the transcript issue but believe that the group should be expanded to include all campuses.
9. **Job Families**: Jim Borkowski reported that the HRC has met and have resolved all Job Family issues. This complexity issue is closed.
10. **Social Security Taxes**: Joann Kitchens reported the work group has agreed that six credit hours constitute a half-time undergraduate student. Additional discussion is needed for graduate students.

IV. Campus Solutions Upgrade – Scott Mahar

Scott report the upgrade is proceeding on budget and on schedule. Development and functional environments are up and working.

V. Institutional Reports:

- UND – Peggy Lucke expressed appreciation to the ConnectND staff for their support and assistance with the degree audit project. Also expressed some concern that a number of the recently hired project staff will work remotely. Mick Pytlik responded that some allowances were needed in order to find qualified project staff but that the assignments/responsibilities could effectively be accomplish from off-site locations.
- NDSU – Viet Doan expressed concern that the new Remedy System is not working properly. Until a confirmation message is received, do not assume the trouble ticket has been received. HR and Finance users have been asked to follow-up on trouble tickets. Mick Pytlik suggested that the user can call the Help Desk to submit tickets.

VI. Director's Report-Finance – Teri Thorsen

Status report was sent out.

VII. Director's Report-Student Admin – Scott Mahar

- Status report was sent out.
- Letter Generation – MS2007 is not certified for People Tools. No plan to address this issue. Campuses may have to have run another computer with MS2003 to use Letter Generation.

VIII. Director's Report-HRMS – Meeting adjourned before discussion

IX. Director's Report-Application Systems Development – Meeting adjourned before discussion

X. Director's Report-SA Data Center – Meeting adjourned before discussion

XI. Other -- Meeting adjourned before discussion

XII. Next meeting date – November 29, 2007.

Respectfully submitted,
Jim Borkowski
MSU-Bottineau