

## Office of the Registrar

Degree Audit  
Reporting System

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### Steering Committee Minutes 2001-2002

#### Minutes from 11-20-02

- 1) Fifteen members were present. Minutes from 09-25-02 meeting on web were approved.
- 2) Next meeting – January 22, 2003, 10:00-11:00. Location: to be announced. Ag is looking into a room for us.
- 3) We need the 2003 catalog program information for current degree audit system. Very few departments have made appointments to discuss changes. Deanna again stressed importance of getting this information to her in a timely manner.
- 4) Updates from the colleges of Business, Design and Liberal Arts and Sciences. How are things going with your test audits? Business-Diann reported that Deanna/Sheryl had attended a meeting with advisors to review and give input into the batch audits. Batch look is preferred over the one column look. It was a productive meeting. Design-Michelle reported that she has not heard of any problems with their batch audits although the advisors have been busy and a meeting with them may be needed to gather input. They are ready for more audits. Architecture and Art & Design have no initial problems. LAS-Jane reported that their college has a Dec. 15th deadline of getting batch audits returned with input. She has gotten a few back and is getting responses to Deanna as she gets it. She has invited Deanna/Sheryl to an in house meeting of advisors in Feb.  
  
When would you like another batch run? You can supply us with a list of students or we can run another representative sample that we have selected. Check closely for coding problems and items that are not working. Each college will work with Deanna to get another batch put together in a timely manner. LAS suggested January, the others will get back to Deanna. For the next run we need to make sure we have the minors linked for the relevant students.
- 5) Updates from Deanna:  
Vet Med is loaded – test audits are available to Mindy  
FCS sample audit is complete (AMDP) format approved  
Ag sample audit is complete (AG B) format approved  
Educ sample audit is complete (EL ED) format approved  
  
Engr format is under discussion – sample audit not complete  
Bus format is under discussion  
Design format is under discussion
- 6) ADP updates from Helen.  
Helen is working on DARS as she is able. There is not much progress to report although she is keeping adjustments done for Deanna as they are requested.
- 7) Other items.  
  
Ed talked about athletes and how DARS will look for them. At this point we are loading all programs to the current

system so there will be a safety net in place for the athletes until we get this piece of DARS programmed.

It was suggested that if total REG and total CUR were showing somewhere on the audit it would help with the athletic audits. Everyone may like this feature. It on the projects list.

Colleges agreed that they would like to have the word applied used in place of the word earned. Deanna will investigate this change.

Having dueled courses marked was again addressed. Deanna will put a question out on the DARS support page and see how other institutions are doing this. At this time this seems to be an important piece.

LAS thought it would be beneficial to have total T2, T4, and TT work showing on the audit before cutback is applied so advisors know how many transfer credits are out there on the audit. It's now on the projects list.

Engineering college has a need to use the GPA of transfer courses in a couple of areas – we will need to look into this

Individual student notes were mentioned again. These will appear as soon as the additional code from Miami has been added.

Deanna reminded those who have batch audits to get any needed exceptions (adjustments) to Deanna so she may begin doing them. Once she has decided the best way to enter these, she can begin to train colleges. Any she can do now will be less for the colleges to have to handle later.

The colleges were praised for their cooperation in the format process. It now looks like all colleges (except LAS and V M who have different formats) will have similar placement of area requirements. This will give the university a uniform look as students move from one program to another. Thanks to Tom Polito for suggesting moving the humanities and social sciences closer to the top.

Respectfully submitted:  
Helen and Deanna

**Minutes from 09-25-02** [download minutes with graphics in pdf](#)

**Minutes from the DARS Steering Committee Meeting 07-30-02** [download minutes with graphics in pdf](#)

Meeting began at 10:00 with 21 attending. FCS and VM were without representation. There were 5 Registrar staff and 2 ADP staff in attendance. Deanna apologized for missing invitations to several people. She will try to keep a list of members updated.

A. Progress Report: · How far have we come?

Minutes from 12-19-01 meeting on web <http://www.iastate.edu/~registrar/dars/darsminutes.html#dec1901>

Dan Rice (LAS) shared an interesting old copy of a grade slip from around 100 years ago belonging to his grandmother. It was all hand written by the Registrar. Yes, we have come a long way, thankfully!

· Where are we going? DARS is progressing steadily. Helen shared an example of a two-column audit. She still has some work to do, but it looks very close to what we will be seeing when batch runs are produced. The audits on the screen will continue to be one column as they currently show.

· Who is next? FCS will be the next college. Sheryl has done most of the data entry and putting programs

together will be next. The next college after FCS has not been announced.

· Timelines?

Plans for Business, Design, and LAS colleges to run test batch at time of "Big Run" on Oct. 3, 2002.

· Next meeting: We have decided to schedule meetings bimonthly, the 4th Wed. of every other month from 10:00 until 11:30. Next meeting is planned for Sept. 25th. at Catt Hall if the room is available. JoAnn will check on this and Deanna will invite members. Catt Hall is not available, so the next meeting will take place at the Engineering College in the same room as this time. Thanks to Jan for booking this!

B. Order of audit was shared:

Top Section will be consistent throughout all university audits.

1. Top Section from Student Info File

· Do you want transfer deficiency to show on top Info Section of Audit? It was decided that showing transfer deficiency points.

· ROTC Administrators: Currently do not have access to students audit except from students. What would you like DARS to do for them? Do we need a field to identify these students? Same questions applies for Hixon Scholars, or any other special programs. What is most helpful?

The general feeling was to table this until we are further along with DARS and can see how the students will be using it. It was felt that to open access up to a few programs might encourage numerous other small programs to ask.

· Temp enrollment: Do you want this reflected on the audit?

Yes, it was thought TE code at the top of audit would be helpful. We will plan to put that in.

2. DARS total credits and information section

· GPAs may be different. DARS will not include some things that are currently being included in totals. Example: Engl 101 , course combinations that do not both count toward graduation like Biol 109 and Biol 201, or Chem 105 that has a grade and credit.

Discussion of this part was directed to whether we wanted two grade points showing may cause undo confusion. Some felt two would be beneficial. Others felt only the graduation GPA should be showing at all times. Helen and Deanna have stated that during the test phase of DARS, it important to have both showing to insure calculations are being done as we want. Once we are closer to giving student access, this and other areas on the audit may need to be addressed again as to what to hide and what to show in +Access

This brought up the question of major GPA. DARS can provide this. If depts.. can identify which courses they would like included, a specific area can be built showing major GPA.

3. Graduation Notation to appear at specific number of earned crs. per college

4. Residency Requirement to appear at specific number of earned crs. per college

It was noted that besides this residency rule, there is a university rule stating students must have earned a minimum of 32 credits from ISU to graduate. We will try to build that into a requirement as well. That way, if the residency rule is waived, the student will still be alerted they need 32 ISU credits to graduate.

5. Academic Renewal Statement if applied

It was noted that with academic renewal, a student must earn at least 24 credits from ISU after the date the renewal has been granted. We will see what we can do with this one to be sure this is met before graduation is allowed.

6.Quarter to Semester Statement if applied

7.Intl Persp

8.U.S. Diversity

9.English Prof. This will differ with college/dept. requirements:

Forces or substitutions are done at the college level:

Currently all forces and substitution are reviewed as part of the graduation evaluators job. Once DARS is in play, those audits where DARS is stating requirements as OK will not be further viewed by the graduation staff. The college will become responsible for not allowing forces or substitution that are illegal.

Also, as students become accustom to viewing DARS in +ACCESS the need will become greater to keep adjustments/substitutions/etc. up to date on individual records to reflect a more accurate picture of the students' progress.

There was discussion as to college responsibility once the graduation evaluators stop checking their work and let DARS do it. It planned that this will be a gradual transition and that by the time the evaluators are willing to trust DARS, the colleges will be comfortable enough with it to also trust what they are doing. There was also discussion about exceptions to students records and if these exceptions can be kept if the student does a curr. change. There are times that the same exceptions will follow when there is a curr. change. Deanna will investigate to find the best way to attach majors and exceptions. We have not begun this part of the process yet, so we are still learning what DARS can do.

There was discussion on how to best share DARS with the rest of the academic world. It was thought that a presentation from the Registrar office to specific committee meetings would be beneficial. We will investigate which committees to visit and what timeframe works best. It was noted that the advisor newsletter has contained a notice about DARS.

At this point, we ran out of time. The rest of the agenda will be the beginning of the meeting in Sept. There was a good discussion of rules and process.

C. New screen for DARS entry of programs.

· Questions:

i. Multiple minors – need to be on all majors/2nd degrees? Can a minor only be attached to one major or should it always to linked to all? Linked to all.

ii. Honors – college specific, catalog specific ??

(see HONORS section below)

iii. Curriculum changes – if these changes trigger DA change, is that ok? Who will maintain double degree/major forms? Colleges or Registrar? Keep separate like current is also an option. If a DA curr is changed, no adjustments will be lost. They will continue to be a part of the exceptions on the students DARS side of things.

D. Cross listed courses – are they always ok to use between each other since they equal each other? Same for Dual listed courses?

· What are the exceptions? If none, ok to write dual into requirements? Otherwise DARS will show as 'matched as XXXXX' when a cross is taken, but not in requirement.

E. H S Unmets – How do you want DARS to handle these once a C is entered on INFO side saying all HS have been met? Current audit continues to show what was used to fill previous unmet. Currently DARS is programmed to show only if C is NOT entered. Who is using C? What are your thoughts? Example: XXXXXXXXXXXX Grote, L

F. Honors coding

HP field on info file –updated by HONORS program people.

1=freshman honors

A=Associate honors

F=Full honors

What would you like DARS to do? Identify each as they come over? Just have the component show for full honors?? This can be college specific

G. Waived requirements: DARS can make a requirement look OK when coding is done on the info file. Example: Intl Persp, US Diver, Foreign Lng Req.(LAS). We could also show courses that would fall here if you would like. University should be all the same for this.

H. Other:

Respectfully Submitted:

Deanna Jordan/DARS Program Coordinator

#### **DARS Steering Comm additions 01-24-02**

Addition to minutes:

Grad App statement:

-----APPLY FOR GRADUATION-----

You have earned at least 90 credit hours.

All students are required to apply to graduate.

Applications may be picked up at your advisor's office, graduation office in Room 10 Alumni Hall, or through the Registrar's office Web page. Please submit app. To Room 10 Alumni Hall no later than the first Friday of the semester you plan to graduate. A fee of \$15.00 will appear on your university bill.

May want to have this appear closer to 110 hours or something like that and not actually tell the student how many hours are earned - only that they need to apply to graduate.

Residency Rule:

Once waived, the student usually is ready to graduate? So no need to field to show college waive is coming from

65 - credit rule: Waive? Still in the works. Waive is taken into account on PR side so info file shows totals, but how will DARS adjust? Still in the works.

#### **Minutes from the DARS Steering Committee Meeting 12-19-01**

Eighteen people were present at 10:00 in Catt Hall conference room with Design submitting responses to agenda

by e-mail. The meeting lasted until 11:50.

Larry Dau began the meeting with introductions and a brief overview of where DARS is installed and the planned progress.

1. Where In The World is DARS?

a) Brief Overview of DARS at ISU

b) DARS can be found in the Business College, graduation area, & athletic staff (Janis) installed and ready for testing. They are becoming familiar with the screens using a test group of students.

c) Design will be next to get DARS install at their college site. Once installed, training will follow.

d) LAS will be the next college we will load. A college meeting will be needed to discuss specific rules and timelines.

Deanna explained how a future FAQ page on the Web and publishing the sites address in the advisors newsletter was planned. We also discussed making minutes to this meeting available on line for those interested. FAQ page coming to ISU DARS homepage (<http://www.iastate.edu/~registrar/dars/>) with links from +Access and Student Answer Center. What frequently asked questions do you have? These may be questions advisors, students, or administrators will want answered.

University Rules were discussed in order of the agenda:

e) Graduation application statement at 90.0 credits (no GPA limit):

A requirement is programmed to appear after the student has taken 90 credits (including In Progress courses) stating: -----APPLY FOR GRADUATION----- (more explanation)... Once the application is received and coded, another message will appear stating: Your application for graduation has been received.

The question of whether IP courses counted in the 90.0 was asked. It was thought that it would be more accurate to leave these off.

Arch and LA have a higher requirement count so for them this may need to be different.

f) Test out credits: Does everyone use T's as a C or better grade? English Proficiency Requirement may use this, right?

All are using T's for English Proficiency.

g) Registered Courses: We think we will go ahead and have registered courses show on the audits (RG coding). Currently enrolled courses will show as IP (in progress). This will give the most accurate view of the student's record at the time (snapshot view). That means student's audits will show courses currently taking (IP) plus courses registered in for the following term (RG). We realize the RG's will change as students change their schedules, but for advising, we feel this feature is helpful.

The majority viewed this as a good addition. They would like to have an IP total and RG total shown.

h) Residency rule: last 32 credits must be earned at ISU. Allow for 'waive'?

Do we need a field allowing colleges to ok rule when not followed. Do we need a field to specify college (code) allowing waive?

Colleges would like a space to note if waiver is from 6-credit rule or college waive or other. Notations would be nice here.

i) 'Waive' of 65-credit rule for 2 yr. college transfer credits. Who is using this and what criterion is being applied? How will DARS handle this? (By college, by dept., etc.) Is this becoming more or less popular? Do we need a field here also to specify college (code) allowing waive?

How the courses will fall is an issue. It was decided to take this back to Ohio and see what we can come up with.

College was asked to e-mail to Deanna examples of students with lots of transfer credits to use as examples.

j) Placement of requirements on audit - different order than current audit? How will this affect your handouts, the catalog? I will need to know if you have a preference as we move along. We can give suggestions that we get from our DARS training.

i. Intl Persp

ii. US Diver

University format vs. college format was discussed. It would be nice to have similar formats for students doing "what ifs" showing courses landing in similar areas. Some thought this needed to be addressed by advisors also.

k) Split credits - everyone ok with this?

DARS has the ability to split credits. If you have a certain requirement that you do NOT want split, we can also do that. Only requirements that have a specific number of credits (with course number of 0) will be split automatically. We will work with individual majors to be sure this is falling correctly.

Splitting of credits was explained again. No discussion.

l) What information from info screens do you want to show

We are planning to show:

ACT, SAT scores

drops remaining

advisor/s

plus information currently showing on audits. (name, address, etc...)

Education College: Test scores

Engl 101 course/s

Discussion of what to have on audit and what was not needed followed. Most felt ACT, SAT's were not necessary. Current on-line info on P-NP, drop count, def. quality pts. can be achieved, we think. This would be preferable.

We have High School Unmets programmed. These will fall into a requirement area, not the top info area. What if unmets are not filled and not needed by the time the student is a junior? Could we allow colleges to OK any unfulfilled requirement? Do we need a field specifying which college is approving this for students who at a later time do a curriculum change?

Most thought this would be nice to be able to have these disappear if not needed.

m) Honors component to audit. What does your college want? I have examples of AG and Business.

n) Any other university rules we need to talk about?

At this point we ran out of time. We will continue at the January 24th meeting. A sample of an audit was handed out. Also, each college was given a training manual to view. The following is the rest of the agenda.

2. College Specific Rules:

a) With Business, I have a section of the pre business audits showing rules needed to go from Pre Business Program to Professional Program. On the professional programs I have a section listing requirements needed to graduate.

b. Be thinking about the rules for your college.

Sharing of Business College examples.

Please note: The format of the whole audit has not yet been addressed. We are concerned at this point with the information the audit contains. We are working on the format of the individual parts (requirements) within the

audit. Now is the time to begin thinking about what information you want the student to view when an audit appears on Access+ screen. College offices will always have access to see the programming side of any audit run.

Discuss repeatable course file. What courses have limits and how do I find them? Are the limits university wide? If coded in DARS, must know if college or university limit. Need to find a way to identify these. Who will provide this info?

Discuss best plan for training advisors and other who will need to know how to read and interpret the audit. Groups by college or groups by departments may be best. Small groups may be more helpful with answering questions that may come up.

Also DARS coding will be different than we are currently using. There is a legend at the bottom of each audit to explain. Is the legend clear? Am I missing anything? I need input on things like this.

Respectfully submitted, Deanna Jordan

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