

## Office of the Registrar

Degree Audit  
Reporting System

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### Steering Committee Minutes 2004

#### Minutes from 11-17-04

- 1) *Minutes* from 09-22-04 meeting were approved as they appear on the web. We had 20 people in attendance.
- 2) *Introductions*: Michelle from Design College introduced Shellie Hosch. We welcome Shellie and will add her to our invitation list.
- 3) *Next meeting* –10:00, January 19, 2005 . JoAnn from LAS has agreed to see if a room is available in 302 Catt Hall. Thanks, JoAnn!
- 4) DARS survey: Laura explained that the survey described at the last meeting was not ready for distribution for Fall 2004. She plans to have it ready for advisor and student input for Spring 2005 which would be March-April time frame. We hope to have the Admissions Star group survey the student population via telephone calls. The advisor survey would be handled in a different way, likely by paper or email. Colleges were asked to submit to Laura names of staff they want to receive the survey.
- 5) Update from UMACRO conference attended by Laura/Deanna

Deanna has discovered a new and improved way to do exceptions. She distributed a booklet which included a new way to do a "force" that allows all DARS coding to continue to be in effect. The course 'forced' will become a piece of the group of courses for that individual requirement for that person. This way of doing a force should also not affect the 200 level courses counting as 300-level. Deanna will continue to test to be sure this statement is accurate. She also provided a section on how to waive the last 32 crs for those who had requested this. As more exceptions are needed and learned, we can add to this booklet.

- 6) *ATS* update from Helen:

- Helen has been working to get a process in order to sort batch runs in DARS to be more like the batch runs from the current system. She will work with Deanna and graduation to be sure the correct criteria is used for each batch.
- ATS is also in the planning stages of setting up the new version 3.5.1 of DARwin when we purchase it after the first of the year.
- Much progress has been made in adjusting DARS totals to include correct calculations of multiple DR's and NDR's. Results look good. If anyone finds a calculation problem, submit the ID# to Deanna so we can use it as an example.  
Deanna also asked that you look for any P courses where the student has changed to a grade. These are coded with T's on PR. She is not sure DARS is handling these correctly.

- 7) \*It's time again to begin visits to discuss the 2005 catalog. All programs must be loaded by August 2005. If you had very few or no changes in some of your programs from 2003 catalog, let's get these loaded early! Below is a progress report. I'll attempt to keep this up to date for each meeting. Last updated: 11-17-04

College	#to load	#loaded	#minors	#minors loaded
AG	26	0	16	0
DSN	9	0	2	0
EDUC	3	0	3	0
ENGR	11	0	1	0
FCS	11	0	8	0
BUS	9	0	8	0
LAS	55	0	43	0
VM	0	1	NA	NA
TOTAL	124	1	81	0

All programs will be loaded into DARS first. If we see a need, we will load into the current system. This has not yet been decided. We have several areas that need to be addressed and corrected before DARS will be ready for production by Fall 2005.

**\*\*Reminder:** The current system is still the one that will be used for graduating seniors for F04. Both audit systems will continue in operation until it is decided the current system may be stopped. This decision will be based on graduation area, college/department input, ATS, and Deanna's input.

8) *Brief College & ATH Progress Report (optional):*

**Business:** Not in attendance

**Design:** No report

**VM:** Mindy is satisfied with how DARS is working and has submitted '05 catalog changes to Deanna.

**LAS:** JoAnn mentioned their college would like all gpa's on requirements hidden. Deanna will proceed to do this.

**Educ:** Linda reported they have had several meetings with Deanna and are progressing.

**Ag:** David reported Leah had another meeting to attend today, but they are looking forward to DARS

**FCS:** Lee shared that in Spring 2005 he plans to distribute DARS to students and advisors, but will keep current system audits for him to do adjustments for graduating students.

**Engr:** No report

**Ath:** Ed shared that the athletic dept. has begun looking at DARS audits and are finding it hard to see what total credits are needed in areas where this is not showing. After the first of the year he plans to meet with Janis and have a list of questions/concerns for her to share with Deanna.

9) **DARS** Stats from 'Big Run':

Number of Audits	Number of Audits
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College	Future S05 (blue)	All Others	College Total
AG (I Tec only)	2	50	52
DSN	175	1388	1563
EDUC	161	1047	1208
BUS	503	2420	2923
LAS (PSYCH)	101	465	566
V M		295	295
Athletics		251	251
TOTAL	942	5916	6858

This was not a smooth run. We had some things that did not work as we had expected. Procedures are being written to address the problems we encountered to help us avoid experiencing the same problems in future runs. Thanks to all for your patience during this stressful time!!

Other:

Issues discussed throughout the meeting:

- 1) Course combinations not allowed for graduation where first course taken shows as 0.0 crs. and falls into a requirement and second course taken shows 3.0 crs. and falls into electives. (ie: Biol 109 and 123) Deanna stated she would like ID#'s of these students to see how widespread a problem this is. For now, an exception is needed to allow 1<sup>st</sup> course to fall with crs. and 2<sup>nd</sup> to show as 0.0 crs.
- 2) All courses in Not Applied area always show as 0.0 crs. The concern was when no grade is assigned to a course and it shows as 0.0 crs, advisors have a hard time knowing how many crs. are available. Deanna indicated this area is 0.0 crs. per Kathy's instructions, but it could be revisited and changed with more review of the concerns.
- 3) Deanna stated that all information for 2005 catalogs updates takes priority over DARS. She also explained the path the information arrives to her so everyone has a good overview of what's involved.

Deanna stayed as needed after the meeting to address individual college concerns.

Roberta would like to have a batch of DARS audits to begin distributing to depts. so they can begin to understand DARS. She is also looking forward to training when it becomes appropriate.

#### **Minutes from 9-22-04**

- 1) *Minutes* from 07-21-04 meeting are on the web:

<http://www.iastate.edu/~registrar/dars/darsminutes.htm>

Deanna mentioned the open option audits message at the bottom of the minutes would not be added as stated, but referred to RCC committee. The rest of the minutes were approved as written.

- 2) *Introductions*: New members to the steering committee Shelly Hosch from Design and Ann Coppernoll-Farni

from Business were introduced. We had 21 people in attendance.

3) *Next meeting* –10:00, November 17. Room 8 in Benton Hall has been reserved for us. Thanks, Leah!

4) *ATS update*: Helen Graham updated the group on progress she has made in getting the new ADIN screens almost ready for production. She also has corrected a problem with the non designated repeat codes that were not correctly figuring GPA totals.

5) *College Progress Report*:

**Business**: Ann reported Business will be distributing only DARS audits for the Fall04 term on Oct. 12, 13, &14. They continue to have concerns about the not applied area and the use of a notation area.

**Design**: Michelle indicated Art and Design majors were ready for DARS distribution. She indicated there were still questions about Last 32 crs. rule & splitting crs. for one major.

**LAS**: JoAnn mentioned that she has been out of the office for medical reasons, but is ready to move ahead toward having more majors testing DARS. She would like PSYCH and, if possible, OPEN DARS audits for fall.

**VM**: Mindy was not present. Deanna mentioned that VM will also get DARS audits for fall. Since Mindy has so few adjustments to make, Deanna will postpone training and do any adjustments from Registrar's Office.

**Ag**: Leah & David would like I TEC audits for fall on '03 catalog only. Deanna will visit with them about training and about which majors should be next for testing.

**Educ**: Linda stated that Education feels ready to begin distributing DARS to the student population this fall.

**Engr**: Engineering feels they need training to begin looking at what DARS will mean to them.

**FCS**: Lee has decided to wait until more testing is completed before distribution to all students.

Summary of Fall 2004 distribution of pilot DARS audits:

Business, Design, VM, Psych (in LAS), Educ, and I TEC ('03 in Ag)

\*It's time again to begin planning your visit to discuss the 2005 catalog! Deanna stressed the importance of getting majors loaded to '05 catalog as soon as majors know what changes are needed. This will help in DARS planning.

6) *Graduation Staff update*: Exceptions for last term students. When should these be done?

1. After grade processing for graduating senior
2. The term before graduation – would graduation staff then be required to look at theses students again to be sure correct grade was entered? (i.e.: no P grades where they should not be)
3. Add the exception as a memo only. Graduation staff would then see these students showing NO (not completed) requirement and look to memo to see if complete.

This was discussed at length. If a course without a grade is moved into an area the last term, then the grade is not a legal grade for that area (P grade not allowed, or grade minimum not met) DARS will not catch this as exceptions override coding in place. After discussion, this was tabled until Laura & Deanna return from UMACRAO meeting in October and visit with other DARS users. Debbie Lettow stressed the importance of

college advisors checking for errors on the DARS audits. We all need to feel comfortable with the information the students are viewing.

7) Introduction to upcoming DARS survey for information: Laura presented an information sheet showing goals, outcomes, timeline, etc. It's hoped this survey will give valuable information in our continued goal to make the DARS the best we can for ISU. This survey is one written by Allison Ruhde, our graduation assistant. **We are asking each college to submit to Laura names of the staff they would like to receive the survey.** The steering committee requested that this survey be available in future terms as well so that colleges not piloting yet also have the opportunity to collect feedback.

8) Other: Below statements were not discussed due to time constraints.

Once an **exception** is done to a minor (force or sub) the 9 crs overlap coding is not enforced. Be very careful doing this! A good rule of thumb is to remember that an exception will override any coding put in place on an audit to enforce a rule.

The **IP MET** message on the International Perspective requirement will only be showing on an audit if the student has:

(1) **N** - Non-Resident Alien or (2) **R** - Refugee or Asylee showing in CITZ - Citizenship code on the info file.

The **U.S.Diver** requirement will now never have this as an automatic met.

DARS Approval form and Business Help sheet are now on the DARS web page (click on Staff link).

Deanna stayed after the meeting to address individual college concerns.

Leah & David visited with Deanna about programs to begin testing and training. They indicated they only want DARS on the '03 catalog. Deanna stressed that if '01 catalog is not tested, it will not be used. We still have 3 years left for '01 catalog to be used and Deanna is worried they may change their mind in a few years and wish it was available.

DARS Steering Committee 09-22-04

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#### **Minutes from 7-21-04**

1) *Minutes* from 05-19-04 were approved as they appear on the web:

<http://www.iastate.edu/~registrar/dars/darsminutes.html#mar26-03>

We had 19 people in attendance

2) *Introductions*: Ginger Cade is new to the LAS Classification office. She will be helping JoAnn with DARS.

3) *Next meeting* –10:00, September 22, 2004 . JoAnn has booked 302 Catt

4) *ATS update*:

·Helen is back!

Deanna announced that ID#'s on printed degree audits are ready to be implemented. This will include transfer degree audits as well. This will be a tremendous help in our transition from current system to DARS. The DA

system will have the ability to toggle from ID# to SS# like the PR currently does.

5) *Graduation Staff update:* Queries have been set up to assist with DARS checking. Summer 04 graduates DARS checking is in progress. Susan reported that staff is working hard to check DARS audits and identify things that need attention. They are giving Deanna examples of problems.

6) *College Progress Report.*

**Business:**

Diann reported that they are feeling more comfortable with DARS as they move along. They are giving Deanna example of situations where DARS is not quite right for her to fix. The issue of 200 level TR courses counting in 300+ group was discussed. If a course is a substitution for a 300 level course, DARS continues to read it as 300 level in 300+ requirement. I think if a force (using a pseudo name) is used instead of doing a sub, we should be ok. Helen noted we could also alter the 300+ requirement to not allow the TR work to fall there for this student. Deanna has tested the force option and it works as we had thought it would. **So any college that has this should requirement needs to be aware that when substituting a 200 level for a 300 level, use the pseudo name of the requirement (do a force) rather than doing a course sub if you *do not* want the 200 level to count into the 300 level courses.**

**Design:** Adjusting as needed Michelle was not in attendance

**LAS:** JoAnn asked that Ginger's computer be installed with DARS. Ginger also needs to be trained in doing exceptions. JoAnn also commented that corrections for PSYCH major had all been addressed. She is beginning to do exceptions and is finding most (80%) of what she did on the current system is being handled by DARS.

**VM:** testing, ready to implement in Fall04. Deanna will set up training for Mindy on exceptions and ask ATS to help her to access the system.

**Ag:** Encoding has begun. Deanna reported that many of the AG audits are loaded or in the process of being loaded. David and Leah asked about I TEC in DARS. This major is loaded and has been tested. Deanna again said she is loading all majors on the '01 catalog into DARS. I TEC will be a good one for AG to begin with in moving toward DARS. Training needs to be scheduled for David and Leah. Because we have 3 more years of an active '01 catalog, Deanna stressed the importance of having both catalogs in DARS.

**Educ:** testing, ready to implement in Fall04. Linda believes they are ready. She explained how the PRAXIS screens have been implemented. Every college may be seeing this on audits.

**FCS:** testing. Lee has been looking over samples of DARS audits and is working around vacations of staff who will provide input. He is marking things that need attention for Deanna.

**Engr:** is waiting for their turn!!

**\*\*Reminder:** The current system is still the one that will be used for graduating seniors for S04 and Summer 04. Both audit systems will continue in operation until it is decided the current system may be stopped. This decision will be based on graduation area and college/department input.

7) Once an **exception** is done to a minor (force or sub) it disregards the rule of the 9 crs stand alone coding. Be very careful doing this! A good rule of thumb is to remember that an exception will override any coding put in place on an audit to enforce a rule.

8) Deanna's report for the DARS conference in June:

New DARS Web package is available. We plan to implement ASAP. This will be Helen's call. She needs to be comfortable with the product before we purchase it.

This will happen in stages:

1. DARS on the web for advisors, then students through AccessPlus
2. DARS 'what if courses' function with graphics becomes available – the graphics piece takes additional programming for both the techs and encoders.
3. DARS 'what if majors'(options, minors, etc.) – only when the DARS team can add this as a piece of the product. Currently it's not available. I've submitted an enhancement asking for this so it's at least on their list.

9) DARS Approval form is now on the DARS web page (click on staff link).

10) Addition issues Deanna addressed after the meeting:

LAS: Jane asked about the wording on the Approval form. We may want to revisit this. She also had questions about how to run alt degree audits for OPEN students. Deanna has added this as a topic for September.

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#### **Minutes from 5-19-04**

**1)** We had 14 members in attendance at 114 Marston. Thanks, Engineering, for the room! Minutes from 03-24-04 meeting were approved as seen on the web at <http://www.iastate.edu/~registrar/dars/darsminutes.html#mar26-03>

**2) Introductions:** Mary Dubberke from Admissions was introduced. She is a transfer evaluator who will be working with this piece of DARS.

**3) Next meeting** –10:00, July 21, 2004. Linda has volunteered to Host. Thanks! (E116 Lagomarcino Hall, just outside of the Education Student Services area)

**4) ATS update:**

- ADIN screens update: Work continues on these screens. Once completed, those who have implemented DARS can begin using them.
- DARS web update: No additional work is being done on this until the new upgrade is installed. At this time, we do not know when that will be.

**5) Admission update:** Update on DARS transfer articulation. Daniel has requested to have this item removed until he has something more to update. He indicated that research continues with ATS staff on how to best move information from current system to DARS. There was discussion on how DARS will handle transfer courses when a student is not yet enrolled and how adjustments will be addressed for these students. It was decided that it's too early to know how this piece is going to address the needs at this point. As we make progress, these issues will be taken into consideration.

**6) Graduation Staff update:** Queries have been set up to assist with DARS checking. Deanna & Jeremy continue to test and write queries to see what works best for graduation staff.

\*NOTE: When DARS audits are used to certify graduation, colleges will need to have all exceptions completed for DARS to show as OK. This means last minute changes done by hand on paper will no longer be accepted.

ALL changes will need to be done in DARS. This affects how several colleges now do last term exceptions to graduating students.

**7) College Progress Report:**

**Business:** no one in attendance

**Design:** no one in attendance, but Deanna shared a report from Michelle:

ART and DESIGN:

The overall response from the faculty is that they love it. I'm not overly fond of the DARS audits, but the "issues" I have will be resolved when the format (i.e. font, white space, etc.) is addressed. Theresa

LANDSCAPE ARCHITECTURE AND COMMUNITY AND REGIONAL PLANNING:

Students and faculty seems to like it. There is so much more information but they seems to like having everything spelled out! There are some errors so I'm spending this week reviewing the errors and then will contact Deanna. Ann

ARCH: Deanna has received from Mary Joyce corrections that needed to be addressed. She had done this and supplied additional test audits.

**LAS:** No one in attendance

**V M:** Checking test audits, Mindy hopes to look at these next week

**Ag:** David and Leah now have DARS installed and need instruction. Deanna has several programs loaded for Ag.

**Educ:** Checking test audits, Linda hopes to be able to look at these next week

**Engr:** No DARS news

**FCS:** Checking test audits, Lee plans to distribute these next week once he receives a current degree audit for each student as well. AMDP major is being restructured for '03 catalog.

\*\*Reminder: The current system is used for graduating seniors.

**8) GPA calculation:** I've now written a rule to get a gpa that matches the one at the top of the audit. After extensive testing, (and all colleges give the OK) the GPA at the top may disappear.

This GPA is not rounding. The current perm rec GPA does round. Be aware, the DARS GPA may be .01 less in value due to this.

**9) Running DARS in another major:** Several colleges may be ready to offer DARS runs in another major. ie: If an engineering student comes to the Business College, an audit in a Business major may be run in DARS (alternate deg audits). Do we want to establish a policy across colleges for this until Web feature is available? It was thought that we would continue business as usual. ie: if an Engr. Student wants to see how an audit run in Fin would look, they would be directed to Business college. Until Web is in play, practices continue as they currently do.

**10) NCAA component** – Allison has coded the Business and Design colleges and HHP major so far. All F03



freshmen have had coding added so we can begin testing. Ed stated that he had seen several students who have DARS audits and feedback is positive. Ed, Janis, & Deanna will plan to meet this summer to discuss NCAA component.

**11) Different ways to waive credits or courses on DARS:** See handout (additional attachment). Deanna explained that this piece is more of a training piece than a discussion piece. She will post it on the DARS web site (under staff link) for future reference.

**12) DARS Approval form is now on the DARS web page** (click on staff link).  
Meeting adjourned.

Deanna stayed after the meeting to address individual college concerns:.

V M: Mindy asked for clarification of code.

Ag: David, Leah, & Deanna discussed how DARS implementation could proceed with this college.

Ed: Visited with Deanna on how well he thought things were going and how appreciative he was of all the work.

Thanks, Ed! We love positive feedback!

Educ: Linda discussed with Deanna test information this college would like to show on their audits. Deanna & Jeremy are looking into this.

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#### **Minutes from 3-24-04**

1) Minutes from 01-28-04 meeting we approved. We had 25 people in attendance

2) Introductions: Leah Hansen was introduced as the new College of Ag classification officer.  
Welcome Leah!

3) Next meeting –10:00, May 19th at 114 Marston.

4) ATS update:

- Jeremy stated that the DARS web application is currently installed in a test site. It's now ready to be tested extensively. Deanna, Dennis, and Jeremy have scheduled a work meeting for tomorrow to take a look at what testing needs done.
- The ADIN screens for a student's program options/minors are being tested. This will be the screens used in place of the DA GS screens. Deanna and Sheryl are testing these and have submitted ideas to Jeremy and Dennis.

5) Admission update: Update on DARS transfer articulation training in Ohio.

- Daniel gave an update on the Ohio trip. The Admissions team is in place to begin the task of implementing a new way of transfer articulation.
- A meeting is set up with Admissions and Registrars Offices to discuss the process. Lots of questions need to be addressed before this piece moves along. It was suggested that orientation staff could be helpful.
- Issues brought to our attention from Laura and Deb were:
  1. Right now transfer work is brought in with no grade and counted in Perm Rec as good credit. This can mess up a student who intends to graduate, but forgot they had a non-report in transfer work (crs. are counting for graduation)
  2. These non-reports on transfer work are counting as good crs. toward the students start date for upcoming registration. How will the new TA system handle this?

6) Graduation Staff update:

- This area is vital for DARS to be successful. We need to have DARS working accurately for it to become a graduation tool.

- Graduation staff will get DARS batch audits for Summer grads to do continued testing.

7) College Progress Report: Training for advisers has been completed for Business and Design colleges.

- Business:

- o Diann reports that the students like the audit because it provides more information.

- o Business has a "help" sheet in place for reading the DARS audit that they are willing to share.

- o Deanna will put this on the web site as well as route to committee members when she receives it electronically.

Sharing of this type of information is helpful!

- o Tony mentioned she needs a way to be able to waive requirements for additional majors in business. General Ed courses are allowed to be waived when the student has a business major as the second major. Deanna will put together the exception piece needed for this.

- Design:

- o Michelle reports the advisors have asked for numbers on requirements like current system

- o They would also like to see cum gpa's by semester on the audit somewhere. Deanna will look into gpa request.

– Good suggestions!

- LAS:

- o JoAnn reports meetings are in place for the next 10 majors to look at test audits. With a classification officer leaving, they are overwhelmed right now and moving slower than hoped.

- V M:

- o Deanna will be talking to Jeremy about the needed connections to have audits for VM work correctly.

- Ag:

- o David has requested that he and Leah have DARS installed on their machines. Deanna will ask Jeremy to schedule this.

- o David asked if there could be a way to show a sample DARS audit where the pseudo courses for each sub is listed to help with forces when doing exceptions. Deanna will look into this.

- Educ:

- Engr:

- FCS: Deanna reported that FCS will be the next college to begin extensive testing of DARS with Education to follow.

\*\*Reminder: The current system is still the one that will be used for graduating seniors for S04 and Summer 04. Both audit systems will continue in operation until it is decided the current system may be stopped. This decision will be based on graduation area and college/department input.

8) Timing of Release Forms . Once the current system is discontinued in your college, this form will need to be filed with the Registrar's Office. We will see that you have a copy of the form to submit.

9)Running DARS on the Web in another major: What procedure needs put into place?

What-if courses will be a feature with the web, but not majors at this time.

- Per discussion, the colleges feel the What-if majors are needed more than the What-if courses.

- Jeremy feels this will be in place when DARS on the Web is implemented.

- Deanna was hesitant due to a conversation with Helen. She thought waiting until What-if courses were in place, then allowing What-if majors was a better plan. Deanna did not have the reason why.

- It was also asked if What-if audits could be labeled as such to avoid confusion.

10) Which colleges query information using info file? Each college has the ability to do queries. This question was raised by the graduation staff concerning queries that may need to be written to find students with special

circumstances that need attention.

11) NCAA component –

- Deanna took samples of NCAA students DARS audits to Ohio. Ohio staff is viewing coding to be sure we are on the right track.
- Allison's instructional piece was shared with the DARS team and they indicated they may be able to use this in their training as well.
- Ed indicated the "Old" rules for athletics would be in affect until S2006 (Janis and Deanna later figured this as: Students entering Spring 2003(last term for old rules) + 5 years eligibility = Fall 2007 last possible term under old rules))
- We will need to decide how to handle the students who have these rules, but are using DARS audits which are only using the new rules.
- Ed asked to be included in the next adviser informational session. Deanna will do.

12) Discussion on text placement and location: Deanna is going to wait until all colleges are using DARS and can have a better idea of impact any changes may have.

13) Other issues:

Coming in May...Different ways a waive on DARS can appear in a requirement.  
Deanna will stay as needed after the meeting to address individual college concerns.

Respectfully submitted,  
Deanna Jordan

...DARS Steering Committee 03-24-04

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#### **Minutes from 1-28-04**

**1) Minutes from 11-19-03 meeting were approved as they appear on the web:**

<http://www.iastate.edu/~registrar/dars/darsminutes.html#mar26-03>

**2) Introductions:** We had 24 in attendance. Daniel Dennis was introduced from Admissions. He will be on the DARS team from Admissions for implementation of transfer articulation.

**3) Next meeting –10:00, March 24th.** Jan Putnam will see about a room. Thanks, Jan!

**4) ATS update:**

- The DARS web application is currently installed in a test site.
- The ADIN screens for a student's program options/minors are being tested. This will be the screens you will use in place of the DA CB screens. Sheryl and Deanna are currently testing the entry screens.
- ATS personnel were not present.

**5) Admission update:** Admissions is moving ahead with DARS transfer articulation. A team from admissions plus Deanna and possible others will attend a training workshop in Ohio from March 9th through the 12th. The

admission team traveling to Ohio for training includes: Lee, Diane, Mary, Kerri, and Daniel.

**6) Graduation Staff update:** The DARS team and graduation staff are now meeting twice a week and reviewing the graduation certification process to see what procedures need to be changed or adjusted to fit with DARS. Laura gave an overview of how college perception and responsibilities may change with DARS. There was good discussion from the colleges about handling exceptions and college/graduation area responsibilities. DARS will bring about a new and different way of moving students toward graduation. We are moving slow because of the many issues that need to be addressed and in place for success.

**7) College Progress Report:**

We plan is to run hard copy DARS audit on February 27th (current audits run February 24th) for the following colleges: Each college would like 2 copies plus one for Registrar's office for total of 3.

- Business would like audits run by alpha last name
- Design would like order of curr, advisor, then alpha
- V M would like alpha order
- Psych in LAS (if ready) would like alpha order

Distribution of these audits are left to the colleges. This will be the first large batch of DARS audits to appear in the college communities. These are TEST AUDITS. They may be used alone or with current audits. We expect advisors to find things that need changed. Be aware, the current system is still the one that will be used for graduating seniors for S04. Both audit systems will continue in operation until it is decided the current system may be stopped.

Training for advisors (in small groups) will begin in February. Colleges or depts. will contact Deanna to set up dates. Remember, she is not available March 8-12.

**8) NCAA component** – The general consensus seemed to be that once a student is coded as an athlete, their DARS audit will always reflect this piece. Deanna clarified that only entering F03 students and forward will have athletic piece on their audits. It's a big complex piece and we want to go slow in our implementation of it. Ed would like to have DARS installed on his machine. Deanna will ask for this. Each requirement of each program requires specific athletic coding to be put on so this will move slow.

**9) Discussion on text suggestions emailed earlier:** This will be on next months agenda.

**10) Other issues:** Deanna will stay as needed after the meeting to address individual college concerns.

**IOWA STATE UNIVERSITY**  
***Becoming the best.***

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