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Steering Committee Minutes – November 16, 2005
Happy Thanksgiving!

1) *Minutes* from 09-21-05 were approved as written. 22 people were in attendance.

2) *Introductions: None this time*

3) *Next meeting* –   10:00 a.m., December 14, 2005 302 Catt Hall (Admission staff present)

10:00 a.m., January 18, 2005 302 Catt Hall

 4) *Update from Helen*:

- 3.5.2 Upgrade: Tomorrow is the DAY!! Helen reported that no one will be able to open DARS beginning tomorrow until DARS is reinstalled on their machine. Two staff from each college have been identified as 1st to have DARS installed. It's expected to take all of Thursday and may run into Friday as well. Each of us will know when service has been restored from ITS contact.
- Job 37-07-08 comes from Admissions office and is showing any transfer student who has been admitted. These are all now showing on an error list because of no 2005 catalog in old system.

Questions concerning this job run:

·   Are colleges getting the names from another place and then running DARS audits as needed? Does this job continue to be of value?

Several colleges indicated they were not using the list, but other were. Deanna will continue to supply this to all for the present.

·   Will the DA & DR ADIN screens eventually mesh together?

No, eventually the DA screen will disappear.

·   Can the colleges get a download of the DR d.a. info screen(s) so that we have the most current d.a. info on our students that are using the 05-07 Cat.?. Our college's computer people get a weekly update of information that is on the ADIN system so we can run our own queries (list of graduating seniors, graduating students getting a minor, graduating students on honors program, etc. …) on the colleges intranet.

ITS staff will meet with Registrar staff to discuss possibilities of this.

·   Will the college offices continue to run and print the transfer student d.a.s?

We hope to address this at the December meeting when Admission staff is available.

·   Sometimes we see old info information setting on these new admits: ie: was admitted S04 as LAS S and now coming S06 as Cpr E major.

ITS staff will look into this. Currently this piece is pulling from the info file. Theses students are reentry students.

·   If a future new transfer student makes a curric. change, what screen do we enter that on now? Previously it was the TA/GS.

ITS and Admissions staff will look into this as well

·   Sometimes students who have not yet applied (ATH) need to see how transfer courses will fit with a program. Can this be

accommodated?

ITS and Admissions staff will see what can be done.

5) *Announcements:*

- Big Run is now over:
  - For next big run:
    - Could we plan to deliver all (old system and DARS) audits to the classification offices? We had some confusion this last time with dept. becoming confused and not sure what audits (old and DARS) were where.
      - Leah from Ag asked for the distribution list that we have for that college. Deanna will send (done 11-16-05).
      - Others wanted to have clarification on the order the old audits are currently run in. Carol will give that to Deanna. We will attempt to see what other involved colleges would like before the next big run.
      - An identified problem with the order from last big run has been fixed.
    - Who can we delete from old system run next time? (Business, Design, H SCI…?)
      - Business-delete all
      - H SCI – delete all '03 catalog, run '01 catalog ('05 is not in old)
      - DSN – delete all '03 catalog, run '01 catalog ('05 is not in old)

Summary : run all old audits for all colleges with exception of all Business college and '01 catalog in H SCI and DSN colleges.

6) Delta Plus List:

- Old to new numbers will be addressed for colleges requesting them. This job is in the process of being done.
- We will be creating a document of Action Items – Laura and Deanna will be creating this. Your input is valuable to help us identify.
- We want to know needs your college may have that are not being met – send to Laura and Deanna via email. Do we need a sub group to identify training needs?
- Other discussion from list…Since this is Laura's, Deanna felt like it should be added to the next agenda in January for further discussion with Laura present as she was not completely sure what Laura wants to do next with this.

7) *College reports:*

Ag: *Leah asked where the HONORS piece was being pulled from. Carol said she needed to take a look at where the code was coming from and who was putting the code in. Colleges agreed they were not clear as to how this was appearing in DARS and if they needed to code anything on the DR screen.*

Business: Steph worked at U of Wisc, where they have had DARS for 10 years or so. Apparently they put the Registration Start Date on the DARS report. It showed on the system (and any hardcopy) version as soon as it was determined. --Lee

·   *Carol will research this to see if what it would take to report this in the beginning top section*.

Design:

Engr: Since the 'EASY BUTTON' we expect great things!

Four year plan:

Katherine Lyons asked if there is interest from others to have the four-year grad plan added in the first part of the audit (stats available in last months minutes).

·   *The majority thought this would be nice to have in place. This code is found on the AI SA screen. Carol/Helen will investigate this.*

H Sci:

LAS: From Jane Jacobson:

· I would like to talk about the wording for the transfer credits from community colleges. Instead of the current message about 65 credits, LAS would like it to say "55 credits from a four-year college are required for graduation".

Most colleges agreed this would be a good idea. Deanna will add to her list of projects with LAS first to be changed.

· *Joan asked for a time frame of when DARS would be available through AccessPlus for advisors.* Carol reported the first step is tomorrow with the upgrade to 3.5.2. She also reminded everyone that staff is short and they will be hiring a new person to assist Jeremy with DARS. She hopes by next Fall advisors may have access. This is just a guess with much to be done before this is available.

V M:

Ath:

Respectively submitted:

Deanna Jordan

DARS Steering Committee, 11-16-2005

Steering Committee Minutes – September 21, 2005

1) *Minutes* from the 07-20-05 meeting were unanimously approved.

2) Introductions were made since it was the first meeting of the new school year.

3) Deanna announced that the next meeting is scheduled for November 16, 2005 and asked for a volunteer to host the meeting. JoAnn McKinney from LAS agreed to host the November meeting.

4) The following announcements were made:

- Deanna asked the steering committee to be diligent in making curriculum updates in DARS in preparation for the big run. Having accurate information on the new DR ADIN screens will help in running audits correctly.
- Deanna announced that the minors booklet has been distributed and the DA staff is now working on corrections that have been reported.

5) DARS 3.5.2 Upgrade – Helen reported that the new version of DARS is running in test and nearly ready to be moved to production. Laura distributed a calendar of dates to avoid due to advising and/or registration activity.   Helen indicated that she would be out of the office some in October. The group agreed that November would be the best month to update to the new version.   Helen and team will put together a plan to minimize down time for DARS users.

6) The following 32 Credit Waiver statement was approved by the steering committee for use by all college personnel when entering such waivers:

Template:

32 credit waiver approved (insert date) for (insert major) **per (dean's initials or his/her designee)**

(Sem,Yr) Transfer school - transfer course number (credits) -> ISU course number (credits)

Example:

32 credit waiver approved (9-19-05) for English **per ZZ**

F05 DMACC - Spch 110 (3) -> Sp Cm 212 (3)

Dean's approval is required only if waiving more than six credits.

The Office of the Registrar recognizes that colleges may not always have all of the information.   For example, colleges may know the transfer school and intended credits, but not the course. Colleges should always provide as much info as possible at the time you enter this statement; and when possible, fill in the blanks at a later date.

7) Deanna provided an update on the 2005 catalog loading progress. Approximate numbers are provided in the table below.

College	# to load	# loaded
AG	2*	21
DSN	0	10
ENGR	1**	10
H SCI	0	17
BUS	0	9
LAS	0	53
V M	0	1
TOTAL	3	121

 AN S and P S A majors were not loaded; A E is in our office ready to load.

8) Deanna reported on the following:

College	# of audits showing all requirements met	# of audits with at least one requirement unmet	%
A = AG	1	6	16%
C = DSGN	6	17	35%
E = ENGR	0	2	0%
H = HUM SCI	57	93	61%
M = BUS	44	85	52%
S = LAS	27	159	17%
total = 135/362	135	362	

37% All Requirements Met

9) ***College reports, with plan for DARS distribution to students this fall:***

Ag: Leaving the distribution up to the department

Business: DARS only

Design: DARS only

Engr: 01-03 and 03-05 old audits; 05-07 DARS audits

Deanna provided training (PowerPoint presentation) on 06-07-05 with 17 in attendance.

H Sci: DARS only

LAS: 01-03 and 03-05 both DARS and old audits: 05-07 DARS only

V M: Seniors will get the old audit; all other students will get DARS audits

10) *Kicking off the 2005-06 academic year – <u>Dialogue on DARS</u>*

To kick off the new academic year, the committee discussed DARS implementation successes and challenges. The following is a list.

<u>Plus Items</u>

·   Deanna's support and leadership

·   Adviser presentations

·   Answering questions

·   Additional support to core team

·   Individual attention

·   Accessibility and "what if" ability

·   Help transferring exceptions to DARS

·   Format - landscape (not 2 columns)

·   List of courses that can't be used together (DARS handles) and cross listed

·   On-going testing - improvements

·   Students are accepting DARS and we're looking forward to student info on web

·   DARS can handle department and/or college policies

·   Project team responsive - all participants

<u>Delta Items (Changes)</u>

·   New course numbers in the 2005-07 Catalog loaded to the old DA system for those colleges and majors still primarily using the old system for spring 2006.

·   Ability to revisit key decisions – regularly and strategically

·   Keep a list of key decisions - improve ability to locate policy, keywords

·   Key decisions – discuss and document anticipated impact of making a particular decision and revisit the key decision closer to the time of "actual" impact

·   Communicate changes and rationale - ask for feedback

·   Stay focused on DARS implementation - avoid policy decisions "owned" by other group

·   Create a handbook with rules; more training

·   More training on dual assignment; functions

·   Get input from the steering committee on format and web presentation decisions

·   NCAA calculations

·   Organize exception types with the most commonly used listed first

·   Why we do or don't use exceptions - more discussions; more input

·   How it duals; flag duals

·   Is there a way to control which courses are dualed and which course are not (minors)?

11) *Deanna shared the following list of items we know are not working quite right in DARS:*

a. 490's rules may not be working (we will try to have this done by Spring term). Please submit rules for each major or college, whichever is prudent for your college, to Deanna to help identify majors that need attention.

b. Non-designated repeats with different credit count. Upgrade should handle this. We will need to test.

c. Exceptions have not been written to move credit on courses. Deanna is still trying to figure this out.

d. Athletic courses and their rules have not been totally added to DARS. Deanna has rewritten these a few times and it's still not right.

e. Dual/cross listed courses and repeated courses file has not been checked for new '05 catalog rules.
A few minors may still not be working exactly right. Once these are identified, Deanna will attempt to fix.

f. We will continue to receive adjustments as more students/staff view these and identify areas that are not accurate.

g. Please email or submit audit copies of any additional problems that we need to address.

DARS Steering Committee, 09-21-2005

Submitted by Laura Doering

07-20-05

20 people were in attendance for this meeting.

1)*Minutes* from 05-18-05 meeting were approved except for title that needs changed to reflect minutes, not agenda. Deanna will fix this.

2) *Introductions***:** Jenny Froyd was not able to attend today's meeting but it was announced that she has joined Sheryl and Deanna in the DARS area of the registrar's office. Jenny will be working approximately 60% with DARS and 40% will catalog editing. Her phone number is 294-3632.

3) *Next meeting* –10:00, Sept 21, 2005. JoAnn has offered to again host the September meeting in 302 Catt Hall. Thanks, JoAnn!

4*) Update from Helen*: The new version of DARS in running in a test environment and is almost ready to be moved into production. What timing is best for this? Laura stated that she would put critical dates in writing and give these to the group to check so that these times are avoided. Once the switch begins, clients will be without DARS from the time the project begins until all are up and going. Since many are done on site, careful planning is needed to be sure we do not interfere with progress.

 5) *Continued update on 2005 catalog loading progress.   I'll attempt to keep this up to date for each meeting. (These are approximations)

College	# to load	#loaded
AG	10	16
DSN	1	8
ENGR	8	3
H SCI	1	15
BUS	0	9
LAS	30	20
V M	0	1
TOTAL	50	72

All programs will be loaded into DARS first. If we see a need, we will load to current system. **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. Several colleges are concerned about which majors are not loaded into DARS at this time. Deanna or Sheryl will email to the staff the majors in question for those colleges. Several of the ones not loaded, but counted above are in transition (setting on Deanna's desk).

6) In the query that is run at the beginning of the term of graduation, these stats show how many audits were run and how many audits were showing "ALL REQUIREMENTS MET- IN PROGRESS COURSES USED" with % of all that reflected this. You can see that Educ was the winner!! Way to go, Ladies! Nice work!

Stats:	#run	#All met	%met
AG	1	0	0%
Dsn	16	2	32%
FCS	45	19	42%
EDUC	51	40	78%
ENGR	NA	NA	NA
BUS	87	34	39%
LAS	140	20	14%
Total	340	115	34%

7) *Brief College* & *ATH Progress Report (optional):* Deanna skipped over this section and did not return to it at the end of the meeting since the hour was almost finished.

Engr: We had a PowerPoint presentation on 06-07-05 with 17 in attendance.

Ath: Congratulations to Ed on his new postion within the athletic department! He indicated he would be sending Deanna a list of all athletes in August that he would like DARS audits for.

8.)Training Piece: Deanna explained this piece as a tool to assist those doing exceptions.
Helpful hint from David Ross:
      Here is a handy way to run an audit from your desk if you are working on exceptions and
need to know pseudo names of the requirements:
      When you run the audit, go to the report tab, then under List All click on **M: Include Pseudo**, then Run Audit.

```
RunBar

Student    Report    Articulation

S - Audit w/ Course Sort         ▼
         Produce Dump:   ☑
Server:  [                  ] ▼
Report:  [                  ] ▼
Print Req: [                ] ▼
List All:  M: Include Pseudo   ▼      →  Use this
                                         choice

   Run Audit  Always close: ☑
```

The look you will get will also let you know which catalog the
requirement is used with:

```
========================================================================
     CATLYT: 200305    RNAME: A HSSAGRO    PSNAME: A HSSAGRO
                       REQU FYT: 200305 TO 999999    INSTCD:          →  Beginning date :
OK      HUMANITIES AND SOCIAL SCIENCES                                   Fall 2005 to 999999
     Appl'd   6.00 credits             2 sub-groups     3.50 GPA         (open ended)
       S 05 HIST  222    3.00 B
       F 03 PSYCH 230    3.00 A
========================================================================
```

```
========================================================================
     CATLYT: 200305    RNAME: A AGSAEAG    PSNAME: A AGSAEAG          →  Beginning date: Fall
                       REQU FYT: 200305 TO 200503    INSTCD:             2003 to Summer
NO      AGRONOMIC SCIENCE                                                2005
     Appl'd  12.50 credits             8 sub-groups     2.72 GPA
IN-P...       7.00 credits
--> Needs   11.00 credits             9 sub-groups
```

9) Codes for terms are:
Fall = 05
Spring = 02

Summer = 03

10) We are currently stopping adjustments that will 'Waive the 32 credit rule in DARS'. It appears we need to work on the intent of this requirement. The graduation area has indicated that courses are waived by course, not by the whole area. We are looking at the possibility of using the memo filed only for these notations, then having the registrar's office waive the requirement when it's needed.

Susan explained the reasons behind not wanting to waive the 32 crs at the classification level as misleading information could be programmed into DARS giving an incorrect outcome. Everyone agreed to put the memos concerning this in a memo exception and any waives of the complete rule would be done at the Registrar's level in the degree audit area. The format for this memo should include the date that the person is doing this as well as date of approval if known. The graduation area will work on a format that can be used throughout the colleges. Deanna's area will work on deleting the waives (approx. 40 students) that are now showing on the DARS audits.

11) A memo asking everyone to discontinue using the WC code was sent on 07-14-05. The WC code is being examined to see how using this is affecting the DA's. Also, the WR code works in the same fashion. Here is an example how it is affecting the audit:

```
================================================================
OK     ENGLISH PROFICIENCY/LIBRARY REQUIREMENT MET
       ENGL 104 and ENGL 105 (Minimum grade of C )
     Appl'd    9.50 credits            3 sub-groups     3.00 GPA
       F 01 ENGL  104     3.00 B
       S 02 ENGL  105     3.00 B
       F 02 SP CM 212     2.00 A T2
       WAIVE 1CR PER KS          1.0
       F 01 LIB   160     0.50 S
================================================================
```

This may be confusing to anyone who may be counting Appl'd credits and matching this to totals in DARS.

The solution is to modify the req. and if desired, the sub-requirement. (See handout for your exceptions manual). This section was discussed with Susan explaining how this information could be misleading to anyone who manually is counting credits. We will not be correcting these exceptions, just not using them in the future. Deanna offered additional training sessions as needed.

12) I've heard discussion that pertains to attaching the major to each exception. I think this is a good idea. Could we make this a change in our policy and always add the major to each exception we do? Also, if we are doing it for an additional major, add this to the memo section for all to view. (see handout)

This was also discussed as to why we need to label the exceptions. Especially when using CS (course sub) you could get wrong information on an audit of another major. It was agreed to beginning doing this.

The new exceptions manual pages were distributed after the meeting with each college receiving two.

13) Other: Leah brought up the issue of putting numbers on the requirements to assist advisors who make adjustments. Deanna said that this was nothing that would be done in the near future. To do this involves hard coding each specific requirement with a number in the test field. At this point, we would rather send our time getting the problems addressed that are affecting student's progress toward their degree rather than in an aesthetics enhancement.

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

JoAnn remained to discuss a JL MC situation.

05-18-05

1) *Minutes* from 03-23-05 meeting were approved as showing on the web:

http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html

2) *Next meeting* –10:00, July 20, 2005. JoAnn will see about scheduling a room. Thanks!

Deanna and Jeremy will be attending the DARS User's Conference in June and will have a report at July's meeting.

3) Update from Helen:

a) Purchase of upgrade – Helen reported that the Upgrade has been purchased and should be arriving soon. Once it is here, it will take some time to get it connected and running.

b) She also reported that advisor access to audits on the web will follow the same scheme that is currently in place for them.

c) It was also brought up that currently the new ADIN screens are not working for changing majors, adding minors, etc across colleges. Helen has visited with Clare about this and we will begin to see these working as desired shortly.

4) *New form(s) ideas, Lee Van Brocklin*: Example(s) of possible ways to improve adviser communication of DARS changes (adjustments) to classification officers: Lee shared with us a form that he has created to assist advisors in reporting adjustments in DARS. Everyone received a copy. It was discussed that it would be nice to eventually have an electronic form to transmit and no paper copy. Deanna will find out in June at the DARS convention if the new Web version of DARS has the copy/paste function which would be helpful in reporting adjustments. Thanks, Lee for your work on this. **Post to WEB!!(see DARS ADJUSTMENT (Lee Van Brocklin) 05-19-05.**

5) *2nd Majors* that will never be a primary majors:

How should DARS handle these? Always allow on primary audit (even if not is the same college?) Major involved: M +I BUS, U +ENVS, U +ISAM…(options), A +IAG, A +SEEDS,

Others?   M +I BUS is restricted to only BUS majors,

U +ENVS may be attached to any college

U +ISAM may be attached to any college

A +IAG is restricted to only AG college

A +SEEDS is restricted to only AG college

Discussion followed concerning the LCP additional majors in LAS. These are only accepted by BUS and ENGR colleges. Deanna thinks she has written these as options rather than additional majors. JoAnn and Jane will investigate this further.

6) *Continued update on 2005 catalog loading progress.   I'll attempt to keep this up to date for each meeting. (These are approximations)

College	#to load	#loaded
AG	18	8
DSN	3	6
EDUC	2	1
ENGR	11	0

FCS	0	11
BUS	1	8
LAS	43	12
V M	0	1
TOTAL	78	47

All programs will be loaded into DARS first. If we see a need, we will load to current system. **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. Jane voiced concern that there is a possibility JL MC and COMST may not be ready to go to DARS on 2005 catalog if Seniors decide to jump to this catalog. We are hoping to

05-18-05

have Debbie Lettow's input after Summer 2005 to see how close she is to accepting DARS audits without ADIN audits as backup. The progress of DARS for a graduation certification tool rests with the evaluator and their comfort level. It was discussed that minors will continue to need paper forms as the final approval, not DARS.

Minors have been removed from above stats. With DARS, we can 'open end' a requirement or degree program. That means if a minor has no changes from one catalog to another, no update is needed. Here is an imaginary example of a minor that has not changed from 2001 catalog:

Req't Name	FYT	LYT	Title
MIN FIN	200105	999999	FINANCE MINOR

If the minor has changed from one catalog to the next, you would see this:

MIN FIN	200105	200303	FINANCE MINOR
MIN FIN	200305	200503	FINANCE MINOR

It's hard to keep stats on minors when doing it in this format. I'll be keeping track a different way. Just don't forget to pass on information concerning changes for '05 catalog.

When entering a minor on the new ADIN screens, you will continue to put in the accurate catalog that you want and DARS will pick the correct information:

	Deg/			Grad	Grad		
DARS Abrvn	Ctlg	Maj	Hnr	Term	Appl	Change Date	Adin ID
E M E B	2003	D		S 2008		2005-05-12	ADMIS072
MIN FIN	2003	FINANCE MINOR				2005-05-12	ADMIS072

The above examples were explained and it was agreed that this way of writing minors (leaving them open ended if no change) would be acceptable for now.

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

Business: Provided additional training for Tony Lee shared with the group his anticipated DARS implementation plan. He is hoping to not need current ADIN audits by S06. Again, this depends upon evaluators comfort level with DARS.

Design:

V M:

LAS: Power Point was presented to JL MC (8 staff) on 04-08-05.
Power Point was presented to dept reps (14 staff) on 04-19-05.
Power Point was presented to dept reps (13 staff) on 05-11-05.
JoAnn and Jane shared there is one more LAS presentation next Wed. at 1:00. Laura suggested it would be a good idea for Deb Lettow to attend as a review of what information colleges are receiving.

Educ/FCS: Provided additional training for Jeanne & Linda

Ag: Provided training on new ADIN screens for David & Leah

Engr: Test audits were delivered on 04-05-05 This is the last college to begin testing.
Roberta reported she has had feedback from 2 majors. She and Deanna have discussed one of these so far.

Ath: Allision presented a beginning look at DARS and the NCAA rules. (11in attendance). Ed reported a good response from the Athletic group. He is learning to run DARS audits.

Deanna reported that majors in LAS and HHP that have the 45 crs of 300+ courses from ISU requirement will see that is has been moved (or will be soon) from above the electives to below the electives. This will be beneficial to NCAA reporting and for total grouping of all 300+ ISU courses.

8) Training Piece:

Another way to use Find Course feature in DARS:

05-18-05

This may help when you have a question that may be a number change:
Go to Utilities:

Then do Find Courses: This screen will then appear. Now enter the course you are looking for and
add the % at the end. Hit Find and see what appears:
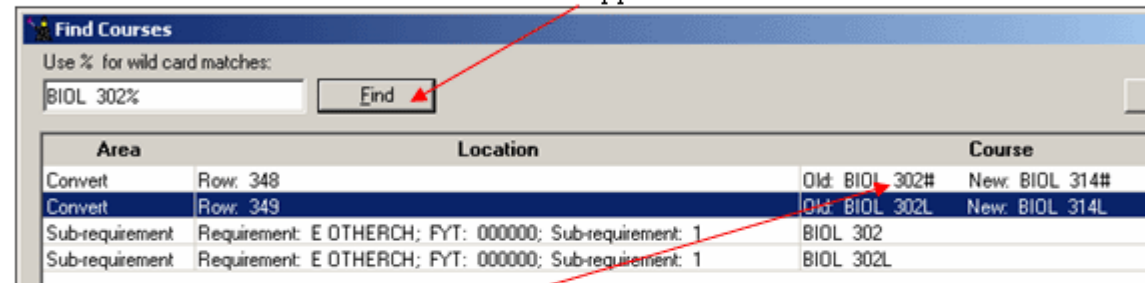
The # sign after a course (Biol 302#) means no other character may appear (like L, A,.....)
Here is how the new course would look: (partial list)
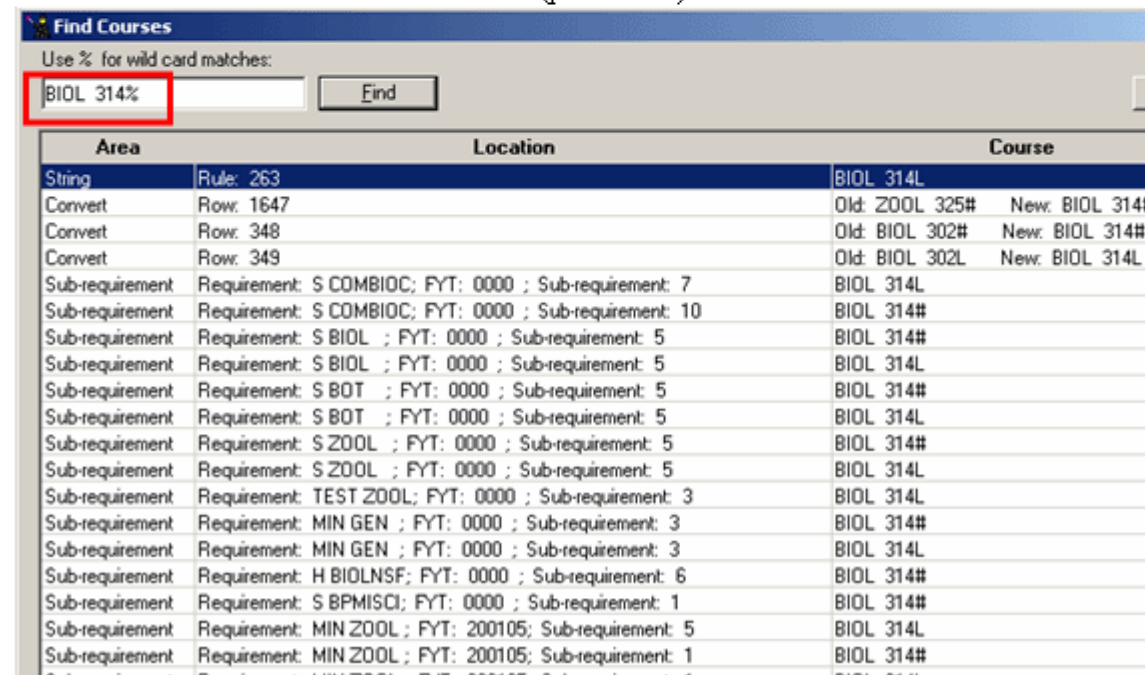
If you only wanted to find those *without* L: (partial list)

Find Courses

Use % for wild card matches:

BIOL 314#%   Find

Area	Location	Course
Convert	Row: 1647	Old: ZOOL 325# New: BIOL 314#
Convert	Row: 348	Old: BIOL 302# New: BIOL 314#
Sub-requirement	Requirement: S COMBIOC; FYT: 0000 ; Sub-requirement: 10	BIOL 314#
Sub-requirement	Requirement: S BIOL ; FYT: 0000 ; Sub-requirement: 5	BIOL 314#
Sub-requirement	Requirement: S BOT ; FYT: 0000 ; Sub-requirement: 5	BIOL 314#
Sub-requirement	Requirement: S ZOOL ; FYT: 0000 ; Sub-requirement: 5	BIOL 314#
Sub-requirement	Requirement: MIN GEN ; FYT: 0000 ; Sub-requirement: 3	BIOL 314#
Sub-requirement	Requirement: H BIOLNSF; FYT: 0000 ; Sub-requirement: 6	BIOL 314#
Sub-requirement	Requirement: S BPMISCI; FYT: 0000 ; Sub-requirement: 1	BIOL 314#
Sub-requirement	Requirement: MIN ZOOL ; FYT: 200105; Sub-requirement: 1	BIOL 314#
Sub-requirement	Requirement: D ESPAHHP; FYT: 000000; Sub-requirement: 9	BIOL 314#
Sub-requirement	Requirement: D ESPAHHP; FYT: 000000; Sub-requirement: 10	BIOL 314#
Sub-requirement	Requirement: D ESHMHHP; FYT: 000000; Sub-requirement: 10	BIOL 314#
Sub-requirement	Requirement: MIN ZOOL ; FYT: 200105; Sub-requirement: 4	BIOL 314#

Or only those *with* L: (partial list)

Find Courses

Use % for wild card matches:

BIOL 314L%   Find

Area	Location	Course
String	Rule: 263	BIOL 314L
Convert	Row: 349	Old: BIOL 302L New: BIOL 314L
Sub-requirement	Requirement: S COMBIOC; FYT: 0000 ; Sub-requirement: 7	BIOL 314L
Sub-requirement	Requirement: S BIOL ; FYT: 0000 ; Sub-requirement: 5	BIOL 314L
Sub-requirement	Requirement: S BOT ; FYT: 0000 ; Sub-requirement: 5	BIOL 314L
Sub-requirement	Requirement: S ZOOL ; FYT: 0000 ; Sub-requirement: 5	BIOL 314L
Sub-requirement	Requirement: TEST ZOOL; FYT: 0000 ; Sub-requirement: 3	BIOL 314L
Sub-requirement	Requirement: MIN GEN ; FYT: 0000 ; Sub-requirement: 3	BIOL 314L
Sub-requirement	Requirement: MIN ZOOL ; FYT: 200105; Sub-requirement: 5	BIOL 314L
Sub-requirement	Requirement: MIN ZOOL ; FYT: 200105; Sub-requirement: 1	BIOL 314L
Sub-requirement	Requirement: A LSGEN ; FYT: 000000; Sub-requirement: 4	BIOL 314L
Sub-requirement	Requirement: D ESHMHHP; FYT: 000000; Sub-requirement: 10	BIOL 314L
Sub-requirement	Requirement: A LSHORT ; FYT: 000000; Sub-requirement: 3	BIOL 314L

9) Other: Lee mentioned that he had received an idea from Deanna on how to run 2 column DARS reports. Deanna explained to the group how to test this to see if it would work for their individual printers. After the meeting, she then sent an email to the DARS steering committee members showing how to do this:

```
All,
To run a 2 column DARS audit:
Here is a picture of what we were talking about at today's meeting:
```


This DLJ2C is the setting that fits my machine. Choose this and run an audit and see how 2 columns fit on your machine. You may also try the 2COL setting and see how it works. That is the setting used for batch runs

```
If neither of these settings work, let Helen know and she will attempt to set
another code that will work on your printer.  If you are in the process of
upgrading your printer, please wait until you have the new one.  A printer that
allows backed (both sides) printing is well worth asking for!  We love ours!

Let me know if you have questions.  Thanks for the input at today's meeting.

Deanna Jordan
Degree Audit Coordinator
```

Deanna will stay as needed after the meeting to address individual college concerns.
     No one stayed after the meeting with concerns.
                       …Minutes-DARS Steering Committee 05-18-05

3-23-05

1) *Minutes* from 01-19-05 meeting were approved although some could not access them. Please let Deanna know of any corrections needed or if you continue to have problems opening these.

3) *Next meeting* –10:00, May 18, 2005 . We will be meeting again in 114 Marston. Thanks, Engineering College for your willingness to host!

4) DARS survey: Laura explained that the survey we planned to use would give us better information at a later date, once all colleges are using DARS on the web. She went on to explain that AG and the Registrar's office have put together a Check List of items to assist with checking the accuracy in DARS. She offered to meet with any college that would be interested in having a list designed specifically for their college as well. Please email Laura if you would like to be contacted concerning this. We will post the Ag Check List on the web for your viewing.

5) **College input**:

a) The colleges were asked about the signature line at the bottom of the audit recently added per Ag's request. It was decided only Advisor and Dept. signatures were needed by those who wanted the signatures left on. Those who want it left on the audit were: AG, DESIGN, H SCI. Those who prefer to have it removed are: LAS, BUS, ENGR, and VM. We will attempt to get that done shortly.

b) Deanna asked if colleges would like to see ACT/SAT scores on DARS?

It was discussed and decided that only the JL MC major requested this. At this time we will table this, but keep as a future item.

c) Everyone agreed that having the student email address on DARS audit would be helpful.

Helen will add this to her list.

 d) Lee has requested the ability to have an exception done on a student that will trigger a foreign experience as completed. This item was discussed at some lengths and decided that this needs attention at a different level before DARS can interpret what to do with the information. Laura will do the investigative work needed for this one. We need to develop a way to be able to query students who have taken study abroad or foreign travel. DARS will look at this at a future time.

e) **Big Run**: printed order of degree audits in DARS run.

Discussion with problems and solutions to the 'Big Run' were discussed. Deanna has decided to flip the order of the runs allowing DARS audits to be produced first, then ADIN audits. We also learned that only a few thousand DARS audits may run at a time, so batches will need to be split. Helen also reported that colleges may choose (within limits) how to have their batches run (in DARS only). The ADIN order will not be touched at this point.

Order by Degree Program, then Advisor last name, then alpha by student last name was chosen by LAS, Design, Ag, H SCI, and Engr.

Order by Alpha, then student last name was chosen by BUS and V M.

We hope this will help the colleges as they sort batches. This is an interim step before DARS on the web. The registrar's office is very appreciative of the college offices willingness to distribute these!

6) *Continued update on 2005 catalog loading progress.   I'll attempt to keep this up to date for each meeting.

College	#to load	#loaded	#minors	#minors loaded
AG (26)	21	5	16	0
DSN (9)	1	8	0	2
EDUC (3)	2	1	3	0
ENGR (11)	11	0	1	0
FCS (12)	3	9	8	0
BUS (9)	9	0	8	0
LAS (56)	54	1	43	0
V M (1)	0	1	0	0
TOTAL	101 (121)*	25* (4)	79	2

*New '05 major added

All programs will be loaded into DARS first. If we see a need, we will load to current system. **Reminder: The current system is still the one that will be used for graduating seniors for S05. 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.

7) We ran out of time before we got to this item. Please let Deanna know if you have additional comments for this section that can be added to the next agenda.

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

Business:

Design:

V M:

LAS: 18 staff from LAS viewed DARS Power Point on 02-25-05 . A good discussion followed.

Educ:

Ag: Deanna has been to AG classification and given instructions on exceptions.

FCS: AMDP scheduled a PowerPoint presentation for Tuesday, March 22nd. (6 attended)

Engr: We now have all of ENGR loaded and ready for testing.

Ath: Allison continues work on NCAA piece.

8) Instructional piece (posted on the web):

When doing exceptions on a student who has 2 majors, you may want to label which major the exception needs to be attached to. That will save the other major from seeing messages in courses that are not being subbed. See example below: (id#920990070)

Exception of CS (course sub) is done for Biol 211 to be replaced with Biol 100P.

Student has a major in BIOL with additional major in PHIL on 2001 catalog.

*When exception is done for **BIOL** program, it looks like this:*

This is something currently done on the "old" system. Times you may NOT want to tag the course would be if both majors are in same college and sub is for same requirement (ie: LAS groups). There may also be other times that I'm not aware of.

9) Other: Deanna informed the colleges that the NOT APPLIED areas on the DARS audits should now reflect the number of credits for the courses. If you find some that are not, please let us know.

Deanna/Laura stayed after the meeting to address individual college concerns.

Educ: We discussed how to best help with exceptions and problems that have been encountered on the DARS audits. Linda and Jeanne will send Deanna the audits with notes attached.

LAS: JoAnn gave Deanna 6 majors ready to load in '05 catalog.

Deanna also sent an email following the meeting to the committee (see below for full message):

Thank you all for taking the time for today's meeting. We always get a lot accomplished with great discussions.

I just want to clarify a couple of things:

1) Our office has a copy of all the Blue audits from the last run. Sheryl and Bryan have been in the process of going through these and updating DARS with any ADIN adjustments that they can.

Having said that, you should know that this is now almost complete, with LAS Fall 2005 (01 catalog) students yet to be checked.

What that means is that from now on we they will not be catching exceptions that are done in your offices only on ADIN. Any new adjustments coming in will either need to be dueled at your end or sent to us for us to do. We will be glad to continue to help. You may either send us current audits, DARS audits, or even a list of ID#'s and we can check both systems and do

adjustments in DARS that way.

The announced plan is to have duel adjustments done for graduating seniors for Summer 2005 and Fall 2005. This will give the graduation area a very good DARS 'test' group. If we find we need to continue to duel adjustments for those graduating in Spring 2006, then we can again help you to 'catch up' on those you have not done in ADIN. If you feel more comfortable by continuing to duel for now, that is ok as well. I will leave that up to each college.

2) We did not discuss the training piece on the agenda. Please read this. It's alerting you to mark the major on your exceptions if you have a student with a double degree or a double major. You are currently doing this in ADIN.

3) A query has been run to catch all FS coding done in DARS. We are going to attempt to change those we can to AD coding knowing that some are meant to be forces. We feel the FS coding is not appropriate to use in most instances.

Deanna Jordan

Degree Audit Coordinator…

1-19-05

1) *Minutes* from 11-17-04 meeting were approved as they appear on the web.

Deanna announced that there is a new look to the DARS web pages that should help with the learning process.

http://www.iastate.edu/~registrar/dars/instruction.html

2) *Next meeting* :10:00, March 23, 2005 . Engineering has volunteered to host in 114 Marston.

3) DARS survey: Laura shared that the DARS survey work group is scheduled to meet to determine the plan for survey administration this spring semester. Laura asked that college reps provide her with names of individual staff members or groups they want to receive this survey. The purpose of the survey is to provide a mechanism for formal feedback from staff and students during the development and early implementation stage. The plan is to make the survey available in future terms so colleges not yet piloting DARS can also take advantage of the survey.

4) Don't let the new courses throw you! DARS has been updated to reflect catalog course number and designator changes for 2005. The wording processes as' will appear with the new course.

Example:

```
F 01 CHEM   105     0.00 B+    processed as: CHEM   50
SU03 POM    320     3.00 B     processed as: OSCM   320
```

Deanna explained that this is how courses already taken will appear in DARS. For courses not yet taken, new numbers will show to alert students to what they need to register for in the Spring.

5) Deanna explained that as we move ahead, this is how the graduation area will see what students need additional requirements checked and what students appear to be OK to graduate.

Query explanation: At the beginning of each term we query the field: AT LEAST ONE REQUIRMENT HAS NOT BEEN SATISFIED for graduating seniors:

It's then queried again after grade processing at the end. Students who DARS thinks are OK will now have the message, ALL REQUIRMENTS HAVE BEEN SATISFIED.

We can find the students who still have the AT LEAST…â€¦â€ message and see why they are not OK. It appears many are not OK because exceptions are not done in DARS. As we now move ahead to have DARS as our advising tool, it's imperative that these be done. When you get your copy of the Senior Runâ€, do these students' exceptions first, then, with the Big Run, do the Blue copy (futures) next. That will help all of us toward getting DARS in a better position in the fall. If you need help or additional

training please let us know!

6) Staff was once again urged to contact Deanna with '05 catalog information!! Stats are as follow:

*Continued update on 2005 catalog loading progress. If you had very few or no changes in some of your programs from 2003 catalog, let's get these loaded early! I'll attempt to keep this up to date for each meeting.

College	#to load	#loaded	#minors	#minors loaded
AG	26	0	16	0
DSN	9	0	2	0
EDUC	3	0	3	0
ENGR	1	0	1	0
FCS	8	3	8	0
BUS	9	0	8	0
LAS	54	1	43	0
V M	0	1	0	0
TOTAL	120	4	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. New numbers will not be updated on the current system except for those who will continue to need to use the '01 catalog on specific programs. This would include all AG and ENGR majors, C H E, EX SP and AMDP majors. Are there others I'm missing?

**Reminder: The current system is still the one that will be used for graduating seniors for S05. 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.

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

Lee Van Brocklin announced that he would be departing from the FCS college and will be taking an advisor job in the Business college beginning next Tuesday. With the combining of FCS and Education colleges, for now his responsibilities will be transferred to Dayle Nickerson in the Education college. We are asked to continue to address correspondence to the Classification Office in FCS and it will be routed to Education classification office as needed. We congratulate both of you on your new adventures. J

Business: For today's meeting no one currently in the Business college was in attendance. We expect Lee will be attending for Business at our next meeting.

Design: Deanna reported that she has had contact with the departments in Design and a meeting has been scheduled to review DARS

V M: Mindy had no report

LAS: Jane asked if Education would continue to work with the teacher education audits as in the past. Linda indicated, yes, this would be the case.

Educ: Linda reported that advisors seemed to like the DARS audit and she thought they were on board and ready for F05. Deanna has had several training sessions with them.

Ag: Leah has asked if a signature line can be added to DARS audits. Deanna has added this to the bottom of all audits. It is at the college discretion to use this. Ag was shown DARS PowerPoint presentation on 11-12-05 with 25 staff in attendance. Leah brought up Ag's concern with the new interpretation of the 65 cr. rule in DARS. This was discussed in length. It was decided that we would take a look at the query Kathy has run to identify transfer cutback students and run a few in DARS to see where the

extra courses fall. This should give us an idea of the depth of this concern. Deanna stated this policy change is not a result of DARS, it the result of a different interpretation that more closely aliens with other institutions being applied with the implementation of DARS.

FCS: HD FS advisors were shown the DARS PowerPoint presentation on 12-06-04 with 20 staff in attendance. Lee indicated that he feel FCS majors will be ready by Fall to have DARS throughout this college.

Engr: ENGR classification office was shown DARS Power Point , plus the DARS exceptions instructional manual on 01-12-05 with 3 in attendance. Deanna stated she has a student assistant working on loading Engineering majors.

Ath: Ed indicated that he had looked at DARS audits and is concerned that the number of credits needed for each requirement is not showing. He thinks students will like all the additional information provided. We hope to include Ed in meeting concerning how we hope to move ahead with this piece in the near future.

8) Training Piece: (THIS PIECE HA
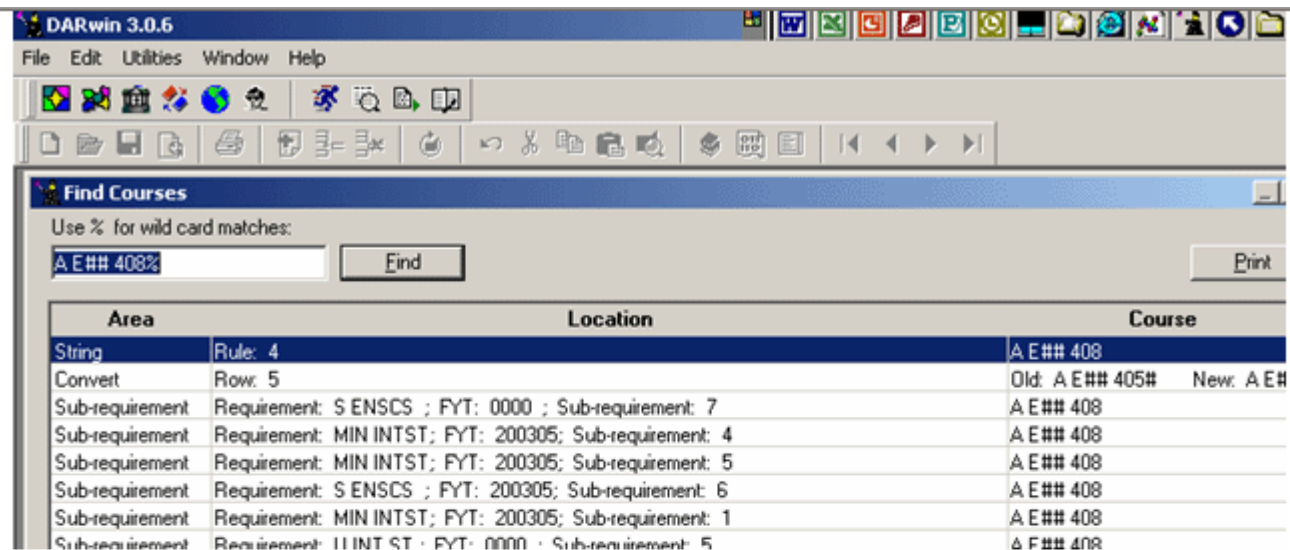
Several designators will need the ## used after them to ensure they are not confused with other

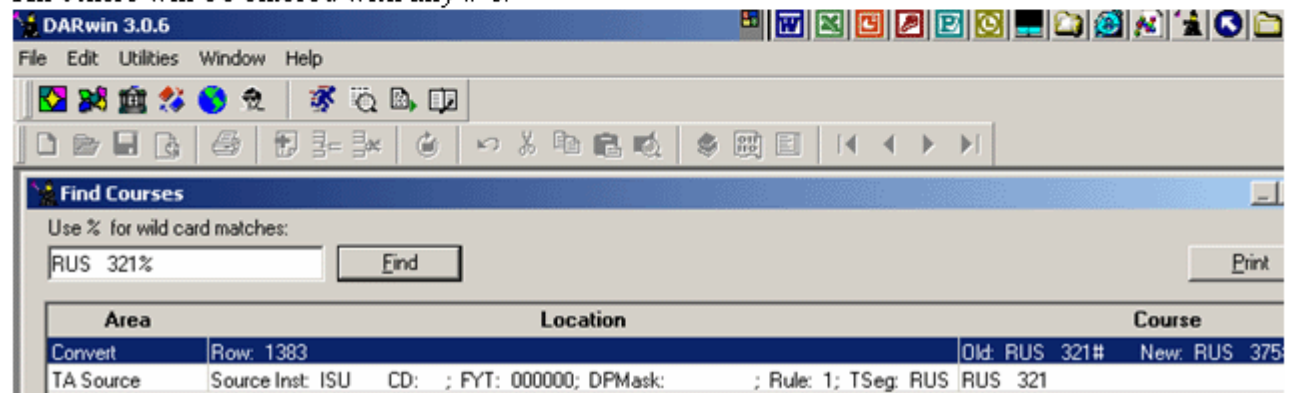designators. The ones needing ## are:

A E## different from A ECL

AST## different from ASTRO

ART## different from ARTCD, ARTDP, ARTGR, ARTID, ART H, ARTVS, ARTIS

GER## different from GERON

All others will be entered with any #'s.


S

BEEN ADDED TO THE WEB TRAINING PAGES:

http://www.iastate.edu/~registrar/dars/instruction.html

DARS ˝FIND COURSE' feature:Under the Utilities button at top, there is a Find Course feature.

8) Training Piece: (THIS PIECE HAS BEEN ADDED TO THE WEB TRAINING PAGES:
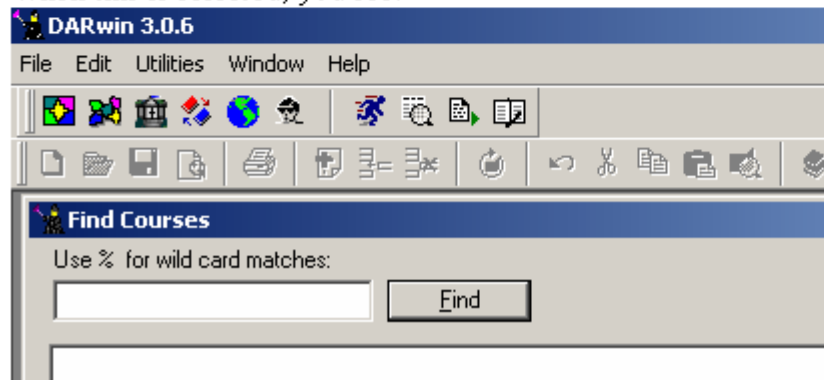http://www.iastate.edu/%7Eregistrar/dars/instruction.html
DARS 'FIND COURSE' feature:
Under the Utilities button at top, there is a Find Course feature.
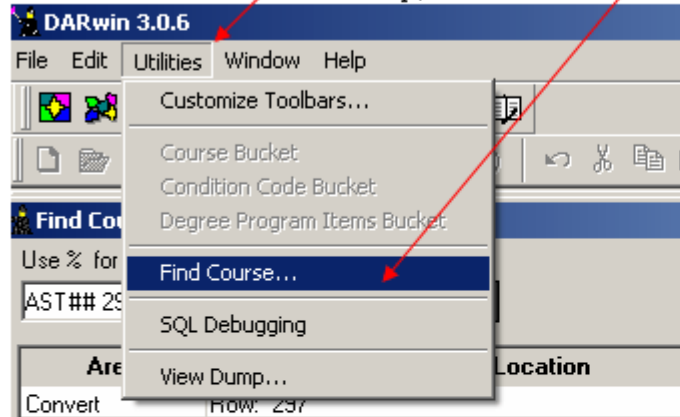
When this is selected, you see:

To find a course, put in the course using the MASK that is used throughout DARS which is the 5 spaces for the course designator, a space, then 3 or 4 spaces for the course number (XXXXX XXXX%). Follow this with the %, then hit Find key:

Now you will see where this course is used throughout DARS.

9) Other: Laura asked what advisers generally think of DARS. Most responses were favorable.

Colleges and advisers are finding that with DARS there are fewer required substitutions or forces.

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

A) (EDUC/FCS)Dayle talked with Deanna about the transition process and indicated she would be in contact.

B)(LAS)JoAnn and Jane asked about the OPEN degree audit and several ideas were discussed on format and distribution of examples.

C) (AG)David and Leah visited with us about how AG can best move ahead and begin the transition process.