

DARS Steering Committee Agenda

11-15-06

1) **Minutes:** *Minutes* from 09-20-06 meeting were adjusted: 18 were in attendance today

- #4 bookmark location was changed to read: *(DARS Instruction Manual Student Exceptions: Add a specific course by term to an audit)*
- #7 sentence was added: *This issue was taken to the Academic Standards group by Kathy on 11-15-06 for their approval.*
- #10 last sentence was deleted and new sentence added: *Per Laura, each college will make their best attempt to add the DProg code to each CS or MN function done.*
-

2) **Introductions:** none today - 18 were in attendance

3) **Next meeting** –10:00 a.m., January 24, 2007. **Location: 114 Marston**

4) **Exceptions meeting report from October 18th: (16 in attendance)**

I'd like to take this off the agenda and create a link to another site that will show what was taken about. (Hopefully, by next time, this will be done). We did not talk about another Exceptions meeting so I will ask by email if we may skip December and begin again in Feb.

- Deanna asked if anyone other than ENGR had gotten complaints about the long option abbreviation at top of audit. Do we need it hidden? It was decided to think about this and discuss at steering comm. meeting next month. If we hide the option, would it hinder those doing exceptions? Here is an example: Vote results below.

```
=====|
Student Info Curriculum HHP |
Classified as Senior          Entry type:Transfer |
Email: bnelson3@iastate.edu   |
Entered:      Fall 2005       Graduate Spring 2009 |
Transfer degrees earned:     |
  2005 AA DEGREE MARSHALLTOWN COMMUNITY COLLEGE |
Total credits 97.50**          CUM GPA 3.20** |
Total deficient quality points 0.00 Drops remaining 4 |
Designated repeat credits used 0.00** |
PNP credits earned: 0.00** |
PNP crs in-progress: 0.00    **Not including in-progress courses|
Assoc degree: AA |
Advisor: WISSINK MARSHA H |
      205 FORKER BLDG |
HODHFMHH          HEALTH FITNESS MANAGEMENT OPTION |
  Hide this      Only show this |
=====|
```

Vote was taken and 2 colleges voted to leave coding in place, I wanted it off. No option from the rest, so it will stay in place.

- Deanna explained how to find a memo her staff may have written when changing a requirement or sub-requirement.:

On a requirement:

Requirement: S PSYAREA 0000

| | | | |
|--------------|---|-------------------|--------------|
| S PSYAREA | Requirement Name: S PSYAREA | FYT: 0000 | LYT: 9999 99 |
| Sub 1: 1 0.0 | Title: ADDT'L PSYCH REQUIREMENTS (2.00 AVE. REQ'D) (21.0 crs req) | | |
| Sub 2: 1 0.0 | | | |
| Sub 3: 1 0.0 | | | |
| Sub 4: 1 0.0 | Pseudo Name: S PSYCHAD | Requirement Type: | |
| Sub 5: 1 0.0 | Last Modified: Jun 21, 2006 10:38:00 AM | By: SLSODEN | |
| Sub 6: 0 6.0 | | | |

click on Reference/Other tab

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Requirement: S PSYAREA 0000

S PSYAREA
 Sub 1: 1 0.0
 Sub 2: 1 0.0
 Sub 3: 1 0.0
 Sub 4: 1 0.0
 Sub 5: 1 0.0
 Sub 6: 0 6.0

Requirement Name: S PSYAREA FYT: 0000 LYT: 9999 99
 Title: ADDTL PSYCH REQUIREMENTS (2.00 AVE. REQ'D) (21.0 crs req)
 Pseudo Name: S PSYCHAD Requirement Type: [v]
 Last Modified: Jun 21, 2006 10:38:00 AM By: SLSODEN

Common Reporting **Reference/Other** Text Limits (X-line)

Requirement Reference
 Reference Cycle: 2 - After second ADJUST phase
 Directional Reference Control: '-' - Subtract REFFLD value from COM-F
 Reference Field: H - Hours
 Reference Sub-field: N - Needed value
 Reference Value: 1

ReUse: [v] Use Count: 0

Memo:
 See OWL #7502, 7527. This should work like they want 09-18-02 dj Sub#6 set as optional because 21.0 crs. could be earned by other 5 subs. and be ok.; set max course ct from 99 to 2 (2-5), 99 to 1(1)per JM 4-7-06 -dj

On a sub-requirement:

Requirement: S COMPY 0000

S COMPY
 Sub 1: 1 0.0
 Sub 2: 0 3.0
 Sub 3: 1 0.0
 Sub 4: 2 6.0
 Sub 5: 1 0.0
 Sub 6: 4 0.0
 Sub 7: 0 0.0
 Sub 8: 1 0.0

General Processing Reporting **Reference/Other**

Sub-Requirement 6
 Required Count: [4] X - Suppress all
 Required Hours: 0.0 X - Suppress all
 Required GPA: 0.0 X - Suppress all
 Maximum Hours: 999.9

Sub-req. ReUse: [v] OR'd Sub-requirement: [v]

Condition Code Assignment
 Control: '1' - <Normal Processing> Assign Code: [v]
 Control: [v] Assign Code: [v]
 Assign After Limit: [v] Assign Due to Max: [v]

Matching Rules
 Accept: [v] [v] [v]
 Reject: [v] [v] [v]
 OR'd Sub-requirement: [v]

Conditional Sub-Req
 Accept System CC: [v]
 Reject System CC: [v]

General Processing Reporting **Reference/Other**

Sub-Requirement Reference
 Reference Cycle: [v]
 Directional Reference Control: [v]
 Reference Field: [v]
 Reference Sub-field: [v]
 Reference Value: [v]

GPA Calculation
 GPA / Preference Control: [v]
 Weight: [v] Variance: [v]

Memo:
 changed group code per jm 01-27-06, added # to biol 255, 256 jm phone 2-20-06 dj; changed max and min groups to 2 per phone jm 5-8-06dj

Last Modified: Nov 26, 2003 11:05:27 AM By: DLJORDA

- OWL#6125 has been submitted to Ohio asking the how to simplify credits exceptions to one , rather than two steps:
 We have requirements set with a required count and required hours. With these are sub showing a required hour count.
 How do we do one exception that will lower both the required hours count at the sub and req level?
 It appears there are 2 fields where the sub count maybe affect at sub and req. level with one exception, but only one field for an hours count.

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What am I missing? How can we do this without using two exceptions for one change at both levels?

Is this something the 4.0 version will have? Thanks for any insight into this. Deanna

Response: Benjamin McCall commented on OWL-6125:

Morning Deanna

You would have to set up 2 separate exceptions.

Hope this helps

Deanna will submit this to the OWL as an enhancement in the future.

- Engr asked if the **WC exception** could be put to use again. With the 2007 catalog, we will attempt to see if this will help. Doing this eliminates having to waive credits at the req. level. The OWL submitted goes along with this request.
 - Some were not comfortable in the look of the requirement when WC is used because it counts credits up as applied when they are actually waived. Engineering thought they may need this to waive, but with further discussion, Deanna thought she could help Roberta in finding a way to waive the EP's she's concerned about using only one exception, not 3 as she currently is doing. After the meeting, Deanna demonstrated how to do this.
- Minor/DARS discussion: It was decided that Deanna would ask Larry to include this topic in the next RCC meeting. Per our discussion, it's thought that if DARS has the minor showing as OK, then the minor form may be ignored. If not, should exceptions be done, **not** using FS which breaks the overlap credit check, to attempt to have the minor form and DARS identical? Is the form needed? Could we talk about eventually letting DARS do the minors work? If so, do minors need written differently (more/less stringent)?
- JoAnn asked that several of the titles on the DR screen be shortened so they can be read easier. Group was emailed asking for submission of any others that may be done at this time. This has been completed.
- Deanna asked all college representatives to be diligent in listening to their staff and advisers as to what is working and what needs our attention. Any wish lists items not addressed as hoped?
 1. **H SCI and Bus have asked that as we load the 2007 majors we try to only put credits on subs, not on requirements. This will save a step in adjustments as requirements are modified.**
 2. **Deanna also asked about the timing of updates to the audits for the ENGL 104/105 changes to 150/250. After discussion, it was decided to do this change ASAP. Jeremy will investigate a find and replace in test DARS needed through the audits.**

5) ITS updates Carol/Jeremy:

- *New process in place: students requesting to graduate on an **expired catalog**:*
 1. *Colleges' put a memo exception(MN) on the students' degree audit showing approval to graduation on an expired catalog.*
 2. *Email Deanna asking her to update the graduation date. This keeps in place our catalog/grad term check for the graduation area.*
- A request has been received from Engineering (and LAS) to have term totals and gpa show on the audit. This is not easily done in DARS. We could possibly come up with a DARS gpa and term totals, but it may NOT match the perm rec. I don't think that is a solution. We are wondering if this could be put on hold for now. This would create longer audits. The information is available from AccessPlus.
 1. *After discussion about the purpose this is used for, it continues to not be real clear. Some may be using it to track academic progress?*
 2. *We need to also consider the length this will add to the audit as well as the additional time to run each audit as more and more information is added.*
 3. *Will this clutter it too much? Is the audit the place for this?*
 4. *This has been tabled now until the web is up and running.*
- Could the OLD transfer Audit Order system have access removed from everyone's system?
There was unanimous agreement that the OLD TR Audit Order system may be dumped.
- Who continues to look at the OLD degree audit system?

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ENGR, AG, H SCI, V MEd....Others: LAS,.....

Who may we remove access for: BUS, DSN? Discussion.....

It was decided to leave this system alone for now as most colleges continue to view it for past information..

6) College reports: Time ran out so no individual college reports were given..

7) Catalog time again:

Staff is now loading majors for the 2007 catalog. Count as of 11-14-06:

| 2007 Catalog majors/minors to load: | | | | |
|-------------------------------------|--------|---------------|-------------|-----------|
| Major/2nd major count | | | Minor count | |
| | Loaded | To load | Loaded | To load |
| AG | 3/1 | 21/3 | | 15 |
| DSN | | 10 | | 11 |
| ENGR | | 13 | | 1 |
| H SCI | 3 | 25 | 2 | 7 |
| BUS | | 9/8 | | 6 |
| LAS | | 58/42 | | 43 |
| V M | | 1 | | |
| U | | | | 7 |
| totals | | 151/54 | | 92 |
| Grand total to load 297 | | | | |

9) Big run update:

Several small batches were run at college/dept request.

- LAS/AG requested any students with **additional major of S/A +** be run again so the second/third major dept may have an audit. This will be a part of our future big run process until Access+ is available for these advisers.
- **Concurrent student:** We will add to our "big run" procedures a batch run of audits for any concurrent student. Students may update their undergrad record with courses from the grad record term by term. Once this is done, an audit may be printed showing the new courses.

11) Other: Deanna received notification from Ohio that the request to have the memo section be available in other areas besides the bottom section has been fixed for the 4.0 version of Darwin. The 4.0 version is currently not available and the availability date has been pushed back. At this time, no date has been announced.

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

DARS Steering Committee, 11-15-06

Office of the Registrar

DARS Minutes

Degree Audit Reporting System

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[Laura Doering](#)

[Deanna Jordan](#)

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DARS Steering Committee Minutes 2006

9-20-06

- 1) **Minutes:** *Minutes* were approved as appearing on the web. We had 25 staff in attendance.
- 2) **Introductions:** Welcome new staff!
 - Lee introduced Deborah Morris as a new member to the group. She is responsible for the exceptions for the Business College.
 - Ed introduced Amber Moyer as a new member from athletic academic services. She has experience with DARS from her previous university. She will be replacing Ed as the representative for Athletic student services in spring 2007.
 - Mary Smith from the records area of the Registrar's office attended to help explain #7 which was moved up so she did not need to stay for the whole meeting. Thanks to Mary for her help with this!

3) **Next meeting** –10:00 a.m., Nov 15, 2006. Location: 114 Marston –thanks, Roberta!

4) Exceptions meeting report from Aug. 14th:

We had 2 staff from the ENGR college in attendance besides DARS staff from ITS and Registrar's office. Topics:

- Deanna showed an example of how to change a sub-requirement that is written using (&) to connect two courses and is read as 1 course. See examples (bookmark label: AD or MR to adjust (&) sub).
- We also had an example of where a specific term of a repeatable course was needed in a specific sub-requirement. Deanna showed how to add (AD) the course, using the specific term requested. See example (***DARS Instruction Manual Student Exceptions: Add a specific course by term to an audit***)
- (***location modified 11-16-06***)
- Sometimes a lower grade is approved than what DARS is set to allow. After trying several ideas back at the office, I believe the easiest way to approach this one is using FS which allows you to break the rules.
- Next meeting: October 18, 10:00. Jeremy will verify room availability.

5) ITS updates Carol/Jeremy:

Jeremy: David's request to have adviser name show on each page: We cannot add the adviser to the top header on every page. Miami limits what we can put up there, and there isn't much else we can add.

- *It was discovered that the Last Modified function on the exceptions screen is not working. DARS is aware of the problem and there is a fix. Jeremy is looking into this for us.*
- *Carol reported that concurrent students were a topic at the curriculum committee meeting yesterday. Due to the short notice, no response is yet available from the DARS team but*

they will be looking into this.

6) College reports:

Ag: David asked about the affect of doing an FS (force) exception and how that affected the minor overlap rules. Deanna stated and later tested for accuracy that if an FS is used in a minor, it overrides the overlap rule in place and allows the course to break the rule. Jeremy will query all FS's in minors.

Business: Deanna would like to update everyone that we are looking into ways to archive the DARS audits once a student has graduated. Our thought is to run a DA job after graduation that will show all the graduating seniors audits showing OK. This file could then be copied to disks for colleges to keep with the original file at the Registrar's office. This will not be something we undertake until the graduation area becomes more comfortable with DARS. For now, you should continue business as usual, keeping past audits the same as you did on the old system. Carol and Laura will further investigate the needs of this and begin to come up with a plan. Future input of what is needed should be directed to them.

Design: Michelle indicated except for a few issues with ARC, things are going ok

Engr: Roberta reported that the new program set up for them called Basic Program is working with a few modifications in progress.

H Sci: AMDP dept is going through a rewrite of the '03 catalog in an attempt to clarify the audit better.

LAS: .JoAnn reported they had a dept meeting and explained a new process for submitting exceptions which has helped.

VM: Mindy reported Vet Med is working ok and only DARS will be used beginning F06

Ath: Ed reported having the credits in areas show is working well.

7) Issue: When 2nd grade is an F and 1st is not (Laura and Mary from records):

Description of the issue: The current practice by the Records area is to use credit count from a passed course when a repeated course is an F grade. Records are manually adjusted for those students whose most recent course taken is an F and first time taken is a passed grade. The passed grade is added into the student's totals. In keeping in alignment with current designated repeat policy, we want to alert you to a new practice where the second time a course is taken and the grade is F, both courses will be removed from any credit count as done with designated repeats.

DARS follows the same rules as current designated repeats and non-designated repeats. As always, with appropriate approval, the earned course 1st time taken may be accepted with a DARS exception.

This change in procedure was explained to the group with affective date of fall 2006. This will allow DARS to work correctly and also save much hand work in the records area. We continue to move toward successful automation in this area. The process for submitting an exception to this is a memo with the following:

Signature of Adviser to

Signature of Dean to**Records Area of the Registrar's office for processing.**

This issue was taken to the Academic Standards group by Kathy on 11-15-06 for their approval. (addition added 11-15-06 dj)

8) Catalog time again:

As many of you know, the proposed catalog changes for the 2007-09 catalog are on the web and ready for final proofing. That means, for us, it's time to begin construction of the 2007 catalog in DARS. I will try to keep an updated list like last time to help colleges know what departments are loaded and what ones are not. Anytime you have a major that is ready to go, send Deanna an email of the major and we can set up a time to meet. Thanks!

9) Big run order (DARS to run September 28th, 2006):

Vet Med and Business are alpha by College, Student Name.

Everyone else is alpha by College, DARS degree program, Adviser name, Student Name

Lee indicated his college only needed one copy of DARS, but called later to say both copies are now needed. Both will be delivered.

10) CS Alert:

On 8/15/06 Deanna sent an email with high importance to anyone doing exceptions. This alert was a reminder to be sure to attach the DProg to the exception if using CS (course substitution). We have had one case where CS was used in a double major without the DProg set and the substitution was done in both majors when only one major approved it. Luckily this was caught this time.

To "fix" this problem, a query of all double major students who are showing a CS exception without a DProg was run and the DProg was attached. It's a good practice to attach the DProg to all CS's if in the future the student adds a program.

As added assurance to avoid this in the future, when you attach a second major to anyone, be sure to check the students exceptions looking for any CS and check to be sure DProg is attached. It's easy to miss this when doing as many exceptions as you do! Thanks.

Discussion concerning tags on the MN (Memos) was also discussed. It was decided to add DProg coding to these as well across colleges. Some cases like LAS (open option) and parts of Engr (where basic program is involved) need to leave DProg coding off to allow courses to flow between programs as needed. P BUS is another one in this situation. There may also be others. ***Per Laura, each college will make their best attempt to add the DProg code to each CS or MN function done. (wording adjusted 11-16-06)***

11) *Other:* Laura announced Sonja Foley (graduation coordinator for the Business and Engineering colleges) will be leaving the Registrar's office to become an assistant classification officer with the college of Business. We wish her the best in her new role.

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

Several stayed after for brief questions. Jeremy, Katherine, Roberta, and Deanna discussed the basic program in engineering.

7-19-06

- 1) 24 staff were in attendance at today's meeting in 302 Catt Hall; Minutes from 05-17-06 meeting were approved as showing on the web.
- 2) Introductions: Emily Hurm, LAS adviser was in attendance as a visitor.
- 3) *Our Next meeting* will be Sept 20, 2006 at 10:00 a.m. in 302 Catt Hall –thanks, JoAnn!.
- 4) It was decided to go ahead and schedule the next exceptions meeting for Aug. 14th at 10:00 in Durham. Jeremy will see about reserving this for us.

We had 3 staff from the colleges in attendance besides DARS staff from ITS and Registrar's office. David from Ag, plus Roberta and Katherine from ENGR provided good questions.

Topics:

- *Deanna offered her staff* to be available for help in transferring exceptions from the old system to DARS as needed once fall 2006 graduating seniors are identified.
- Several inquired as to how to get audits to *print into an Adobe file*. Jeremy is willing to help any tech staff from depts. to get tools needed to have this happen. Deanna has written instruction and will add to the web page soon.
- It was suggested that as new catalogs are loaded, a more *standardized pseudo name system* be put into place within DARS. Deanna will attempt to do this with the 2007 catalog. This will only take place on sub-requirements that have changes from one catalog to the next.
- It was asked if college staff could use the *split course exceptions* already set up. Deanna would like to continue to do this until she and staff are sure it's working as desired. This is different from a requirement that is coded to split. This exception pertains to a requirement not coded to split, but requested to be split by the dept.
- *Adding a sub requirement to a requirement* was asked for. It looks like this will take an additional hidden sub written into the requirement. For now, Deanna and staff will do these until more comfortable with the process.
- David tested the idea of adding a *beginning/ending term date to courses in AD or MR* if two courses are taken and only one is needed to be moved. Deanna will write up instruction.

5) ITS updates Carol/Jeremy:

- Jeremy announced that the DR screen is now available to bourse (AB function) names of Admissions students as well as adding majors, options, etc. to the DR screen for running DARS audits. This was a much needed piece. This now works as the TA and DA did on old system, but using one screen. Deanna noted that the major, option, etc. will stay with the student once they become enrolled so be sure to clean off doing what-if audits.
- When colleges query for (fall) information, where is degree audit information pulled from?
- Carol and Jeremy stated they are in the process of adding query fields for colleges when running 10 day files that will pull in DR information once that field is requested. Carol will distribute this information once it's completed for college so they know it's ready for their use. It will be done by the middle of August.
- Dayle in H Sci mentioned that the F4 function key was not transferring id#'s to next field as it has in the past on certain screens. She will email Carol letting her know exactly which screens are missing this feature.

6) College reports:

Ag: David has requested to have the advisor name listed on each sheet of the DARS audits, in

the header. Jeremy will look into this.

It was also mentioned that student id's can be added to adviser field id. This will not be looked into because many advisers are students as well and staff id's are not sub-grouped into adviser id's.

Graduation mismatch of dates from AccessPlus to DR is happening. David will send examples of this to Deanna or Jeremy as he finds them.

Business: Lee reported that his college is beginning to attempt to make the audits look 100% ok by term of graduation. This would allow more helpful audits for both advisers and students if exceptions are done before senior audits are run. Graduation area is also helping by running future grads and alerting college with *problems before senior run*.

Design: Laura is hoping Michelle's college is also now ready to make this step in having adjustments done earlier for graduating seniors.

Engr: DARS progress is coming along. Roberta mentioned she appreciated the additional help from the exception training in June.

H Sci: This college is moving along well

LAS: JoAnn had no report. Laura mentioned L ST major has been discussed with a group to attempt to have a better audit written.

VM: Mindy had no report

Ath: Janis had no report in Ed's absence.

7) This issue has been tabled until next meeting due to more discussion that needs to happen between Registrar and ITS.

Issue: When 2nd grade is an F and 1st is not (Laura and Mary from records):

Description of the issue: *The current practice by the Records area is to use credit count from a passed course when a repeated course is an F grade. Records are manually adjusted for those students whose most recent course taken is an F and first time taken is a passed grade. The passed grade is added into the student's totals. In keeping in alignment with current designated repeat policy, we want to alert you to a new practice where the second time a course is taken and the grade is F, both courses will be removed from any credit count as done with designated repeats.*

DARS follows the same rules as current designated repeats and non-designated repeats. As always, with appropriate approval, the earned course 1st time taken may be accepted with a DARS exception.

8) Big run order:

Old audits needed:

AG 2001 catalog only

ENGR 2001 catalog only

AMDP, C H E, EX SP majors 2001 catalog only

DARS needed: two copies (Business only needs 1 copy delivered)

We will be leaving the order of the **big run** the same as Spring big run. Carol/Jeremy will send

Deanna the order to verify.

Also, they will send the order of the Senior Run in August to verify.

9) DARS conference report from Deanna:

In the 4 days in Colorado Springs, there was multiple sessions to attend for different topics

- CAS was discussed – this is a system that can be connected to other schools for viewing course equivalencies for multiple schools. This product is developed and sold by DARS. We would need transfer articulation up and running smoothly before CAS is implemented.
- Updates added for version 4.0 were discussed. (We are currently running on 3.5.2) This next big upgrade will not be for awhile for ISU, but it's got additional features which we can utilize.
- The NCAA rules were a hot topic. Many schools now use DARS and many others are attempting to get it going. A wise suggestion was to be sure all our majors are stable before undertaking NCAA rules. I believe ISU is *almost* there. An estimation piece for NCAA has been written and I think ISU needs this piece to best utilize our requirements max hours limits. Right now, a requirement will stop counting credits upward once the max has been met. That means if a student takes a 4.0 transfer course and it's a 3.0 cr course at ISU and max limit is set at 3.0, the requirement will only show 3.0 crs counted. Advisers/Students may find this misleading. We currently have begun the NCAA coding on all the requirements, so you may see this. Setting this coding is the first step needed to eventually pull reports for NCAA athletes. Course credits showing on requirements are NOT connected to total course credit at the top of audit.

10) Stats from Spring 06 DARS audits:

Stats of ALL

REQUIREMENTS

MET Message

| | All Req Met | % | All Req Met/IP used (either non-report or term) | % | Not met | % | Totals | % |
|----------------------|----------------|----|--|-----|---------|------|--------|-----|
| S06 | | | | | | | | |
| START OF TERM | 0 | 0 | 554 | 29 | 1361 | 71 | 1915 | 100 |
| END OF TERM | 452 | 34 | 21 | 1.5 | 873 | 64.5 | 1346 | 100 |
| START OF TERM | | | | % | | % | | |
| AG | 0 | | 20 | 18 | 89 | 82 | 109 | 100 |
| DSN | | | 4 | 2 | 178 | 98 | 182 | 100 |
| ENGR | | | 26 | 24 | 84 | 76 | 110 | 100 |

| | | | | | | | | |
|--------|--|--|-----|----|------|-----|------|-----|
| H SCI | | | 126 | 44 | 159 | 56 | 285 | 100 |
| BUS | | | 235 | 52 | 215 | 48 | 450 | 100 |
| LAS | | | 142 | 21 | 532 | 79 | 674 | 100 |
| V M | | | 0 | | 105 | 100 | 105 | 100 |
| TOTALS | | | 554 | 29 | 1361 | 71 | 1915 | 100 |

END OF TERM

| | | | | | | | | |
|--------|-----|----|----|-----|-----|------|------|-----|
| AG | 4 | 4 | 1 | 1 | 85 | 95 | 90 | 100 |
| DSN | 50 | 54 | | | 43 | 46 | 93 | 100 |
| ENGR | 2 | 5 | 2 | 5 | 33 | 90 | 37 | 100 |
| H SCI | 151 | 58 | 3 | 1 | 108 | 41 | 262 | 100 |
| BUS | 135 | 67 | 3 | 1.5 | 64 | 31.5 | 202 | 100 |
| LAS | 109 | 20 | 11 | 2 | 436 | 78.5 | 556 | 100 |
| V M | | | | | 106 | 100 | 106 | 100 |
| TOTALS | 451 | 34 | 20 | 1.5 | 875 | 65 | 1346 | 100 |

11) We have an intern (Katie Lund) revamping the Web DARS site this summer. We have removed the "Wish List" submitted by some of the colleges. Deanna and Sheryl are looking these over to see what "wishes" continue to need our attention. We ask each of the 4 colleges that originally submitted one to review it and let us know what needs our attention. Thanks!!

Respectfully submitted,

Deanna Jordan

5-17-06**1) 23 members where in attendance for today's meeting in 114 Marston..**

Minutes: Minutes from 01-18-06 and 03-22-06 were approved as showing on the web:

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

Katherine Lyons wanted to revisit the statement from 03-22-06 minutes:

F.Y.I. From Deanna – It appears many of you are not putting the major at the top of the exceptions. I believe the consensus from the majority is that if you have someone transfer into your college, you need to take a look at the exceptions and remove any that do not pertain to your college as you did on the old system. This is especially sensitive to the CS exceptions. Any AD's should be using pseudo names that would only appear in the specific college program. Our office has not been putting the major in the DPROG area either.

Katherine feels it would be good practice if all colleges put this into their routine. It is the preferred way of doing exceptions. After a visit with Lee from Business College after the meeting, Deanna feels this needs additional attention, so we will discuss to the June exceptions sharing meeting. Lee's situation is one where every student in Business begins in P BUS, so adding P BUS as DPROG would then mean changing to major code when major is declared and would require touching all students twice.

2) Introductions: Mickie Franks, the new classifications officer in Ag College, was introduced. Also, Mary Smith from the Registrar's office was present.

3) Next meeting –10:00 a.m., July 19, 2006. Location: 302 Catt Hall has been booked. *Thanks, JoAnn.*

4) Exceptions meeting report:

18 people attended the advanced exception instructions meeting on April 19, 2006.

In attendance were: Roberta, Katherine, David, Karen T, Michelle, Deborah, Jeannie, Linda, Mindy, Ed, JoAnn, Tammy, Ginger, Tuan, Jeremy, Sheryl, Jenny, and Deanna. Booklets were handed out explaining different ways adjustment codes can move courses. Good discussion took place. It was decided to do this again. The booklet is posted on DARS website for referencing.

Some key topics:

- Be careful using CS as it may affect a minor. You do not have the permission to allow a minor to be affected unless it's from the minor's dept.
- When modifying the requirement or sub-requirement, be sure to look carefully at it to see if course and/or credits need to be affected.

It was decided to have another meeting on June 29th in Durham.. This is on a Thursday instead of a Wednesday to accommodate orientation schedules. Deanna will be willing to put an agenda together if ideas are submitted, but feels this meeting should be a time for the colleges to discuss practices that work for them and to share ideas among them with minimal input from the Registrar's office. After checking room availability, Jeremy booked the room for June 30th. The room is not available on the 29th. Deanna will notify the group. *Thank, Jeremy!*

5) These are the minors that are presently coded for splits: (Each minor now has the credits required in the title as text)

| | |
|-------|----------------------------------|
| CL ST | 2001, 2003, 2005 |
| DS/AC | 2001 |
| FRNCH | 2001 – Subs 2 & 3 – 2003 – Sub 3 |
| GER | 2001 |
| HIST | 2001 |
| MATH | 2001 |
| POL S | 2001 |
| RUSST | 2003 |
| SPAN | 2001 |
| STAT | 2001, 2003 |

Discussion: Do you want to leave these as they are and see how they work or should I change them back to not splitting? Splits were put in place originally to accommodate 9 crs stand alone rule. After discussion, it was decided to leave these minors split and continue to monitor how this is working as we become more familiar with DARS. Other minors may want to follow this practice as we become more familiar with how splits work.

6) Admissions and ITS update: Kerri, Carol, & Jeremy:

Kerri reported the outcome of a meeting with ITS and Registrar staff concerning having AA degrees on the transfer file appear on the degree audit. She indicated this needs changed to allow the audit to reflect these degrees as the current student file does.

Another issue addressed was the concern from the colleges that they are unable to do changes or add options to any students on the transfer file. This is a major concern when attempting to draw students to ISU and in helping new students chose classes relevant to their chosen option. She explained that the goal is to have one DR screen where colleges may do changes on incoming students identical with how current student's majors are done. This is a process that ITS is implementing as fast as possible. No time frame of availability is known yet. It was asked if some sort of messaging could be put into place to notify college and /or admissions office of any changes made to student DR screen.

The issue of the flow of curriculum changes was also discussed along with this above issue. After discussion of past flow, it was agreed that the current flow to exchange information will continue in place until the time when the above DR piece is completed. We could then revisit with Admissions the possibility of changes to this. Deanna's comment: This may be an issue for the RCC committee?

7) Laura/Mary will discuss NDR credits :

Mary from the records area of the Registrar's office explained to us the difference between DR(designated repeats) policy and NDR (non-designated repeats) practices. DR's occur when a student retakes a course at ISU and first attempt (course and grade) is removed and second attempt counts. The first 15 crs are done automatically.

NDR's are courses taken either as transfer courses or after the 15 crs of DR's are used and both courses count in student's GPA, but the course only counts once as good credit toward the degree using the most credits (if different).

Laura explained that it seems a sound practice and more in line with the DR rule, if the last course taken was the credits used toward graduation regardless of cr count. In doing this, Mary's area will eliminate all manual adjustments required now. It was also noted that any student falling one credit short from graduating due to this rule could have an exception done. This also allows DARS to work correctly. It was agreed that this seemed like a good practice to follow.

Here is the text of what the colleges viewed from Laura's handout:

For discussion by the DARS Steering Committee, May 17, 2006

Issue: NDRs with different credit values

Description of the issue: The current practice by the Records area is to use the greater number of credits. If the credit is different the first and second time taken, the lesser credit of the two is always removed. The Records area currently receives a 30-40 page error list and uses this list to identify NDR problems. Records are manually adjusted for those students whose most recent course taken carries fewer credits than the earlier course taken, thus giving the student the greater number of credits.. The two courses may be decoupled.

DARS uses both the credit and grade from the most recent course taken. DARS always subtracts the course taken earlier, even if that course carries more credit. Deanna currently

monitors this via a query and manually adjusts individual audits.

Discussion question: Should the policy change to use not only the grade from the most recent course taken, but also the credits from the most recent course taken?

Rationale to change:

- Will not prevent the college from making exceptions as deemed appropriate, as manually adjustments can be made with college approval
- Credit goes with the grade
- Will allow the Records area to discontinue manual adjustments thus automating the process and allowing DARS to place courses appropriately on the permanent record and audit

8) College reports:

Ag: Jenny now has all the new TSM numbers in the old and new systems that have been changed from I TEC and AST

Business: Mock up of additional major piece as requested has been submitted and a batch is going to be run shortly for college to view.

Design: All seems to running ok.

Engr: Sheryl has now added cr number needed as a text to each of the requirements as requested. Each requirement continues to show the text even when all are OK as requested.

After discussion of this statement, Deanna asked each college to run an Engineering audit and report back if they would like these adjustments done in their college. Graduation and Athletic services expressed that this would be beneficial to them. Staff will attempt to accommodate any requests from colleges who prefer this look.

In a phone call from Lee, his is confident that his college does not have a need for these adjustments.

Submitted by Roberta:

1. We would like for students participating in the Soar-in-4 program to automatically have a notation put on the DARS audit. This could be linked to the 4 Yr. Program code on the SI/AS screen. *Deanna explained that because this enhancement relies on ITS help, it has been given a lower priority. Once the admissions piece is completed we can again review this project.*

2. Our advisers would like to have the line in the top left column of the DARS audit that has 'Program: CDAR6.01' to be removed or hidden. *This is now done. Thanks, Jeremy!!*

3. Request from adviser to have DARS audits print on colored paper. The audits printed on blue paper were easier to read than the ones on white paper. Since blue is a color already used for printing audits, maybe canary could be used or some other color not currently being used to print audits. Due to the additional charge of colored paper and budget cuts, this request has been denied for the present.

H Sci: AMDP(DSN option) '03 catalog has been rewritten and waiting for response from graduation and AMDP so we can move ahead and either keep trying or finish the rewrite in other option. Dayle reported that she would contact this department asking for feedback.

LAS: Mock up of additional major piece as requested has been submitted and waiting for

college answer before proceeding. JoAnn reported she would ask Jane once she returns for her trip.

VM:

Ath: a) Ed reported that staff in the athletic office now has access to DARS and are pleased with this service.

b) He also thought having the credits show as Engineering has would be a help to his staff with athletic eligibility.

c) The enhancement request below submitted to DARS by Deanna was appreciated and he is pleased she is working with them for helpful improvements. (Thanks! Ed!) J

9) Other: Deanna has submitted an Enhancement to the DARS Owl asking for dual courses to somehow be identified on the audit. Here is what was submitted (04-05-06):

I've had numerous requests from my clients in the colleges to code a place on the audit that reflects all courses used in more than one place (dual courses) in the requirements used toward the degree. If not placed separately on the audit, they would at least like to have them "flagged" in some way so anyone who sees a courses would know it was a course used again somewhere on the audit.

The request comes most frequently from our athletic department. With our old system, all dual courses were exceptions and each exception was coded with a D on the second time the course was used. Without this feature in DARS, staff find it hard to detect courses used again in the audit.

Thanks for considering this feature! Deanna

Here is the response back:

Thanks. I'm going to move this to our Server project enhancement list. It's too late to get this into our next release (3.5.4, scheduled for July), but we'll discuss it when we start talking about 3.5.5 enhancements (tentatively scheduled for release in Jan '07).

Another enhancement was submitted 4-11-06: (Owl #5436)

We currently have an exception set with Action of M, RUFlag of I. This allows a memo to be attached to the audit. Currently this is falling at the very bottom of the audit after the Legend and Disclaimer. Our University has requested the ability to place this sometimes large memo area in a different location than at the very bottom. Staff feels it gets missed in this location. We would like a way to manipulate the placement of this exception. Thanks! Deanna

Here is the response back:

Yes, for now you're stuck with the memo at the top or bottom of the audit. I'll add an enhancement request to place it "somewhere else", though we wouldn't implement this until sometime after the 4.0 release. When we get back to it, we'll have to figure out how to define where "somewhere else" actually is.

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

Respectfully submitted,

Deanna Jordan

3-22-06

1) Minutes: Minutes from 01-18-06 were not discussed due to Deanna and team arriving late. We need to approve the following minutes and minutes from January meeting at the May meeting.

2) Introductions: Tuan Cao was introduced to the group as the new ITS staff member who will be working with DARS.

3) Next meeting –10:00 a.m., May 17, 2006. 114 Marston, Thanks, Katherine.

4) Big Run Problems: A big THANK YOU to all of you who destroyed or returned the DARS audits from the 1st attempt at the big run. During early implementation, we need to make every effort to distribute accurate audits to the University Community in an attempt to continue to establish trust and integrity in our new audit system. The significant problems that occurred in the first batch were fixed quickly and corrected audits were distributed within two days. Thank you for working with us!

- Senior Audit Run order was discussed. Carol is willing to work with everyone and try to provide the order preferred for each college. Please email your preference to Deanna and she will route them to Carol.

5) College reports:

Ag: David discussed having admissions run transfer audits for the colleges as they have in the past. Others were also interested in having this service provided. Some colleges were using the information in different ways, so Laura has offered to give the information to Kerri for consideration. Karri also invited David to call her since she was not able to attend today's meeting.

- Also, the frequency of the job run was discussed with consensus that every two weeks may no longer be often enough. Carol indicated long term goal was to have real time information available.
- Discussion followed concerning prospective students who may do curriculum changes. TA screen on the old system allowed colleges to change curriculum on students before they became enrolled. There is no screen set up at this time to handle this. ITS is working to get this set up. Until these links are established, communication with Admissions on any changes will need to take place.
- David also announced to the group that the incomplete transfer work was now showing in DARS as IPT2 or IPT4 and falling into appropriate places until a student becomes enrolled at ISU. All but a couple of staff were aware of this. Admissions had not made an announcement when this happened, so we thank him for bringing us all up to date.
- David reported that AG will be looking at both old and new audits for summer and fall graduates. He will continue to update both systems through summer, and then will discontinue the old system except for '01 catalog students. For the next Big Run fall 2006, only DARS will be run for all except '01 who will only receive old system audits.

Business: Ann expressed appreciation to Deanna and staff for their assistance with exceptions while Toni is on medical leave. She indicated DARS in their college was running fairly smooth.

Design: Michelle also thought her college was running smooth with a few problems in Arc major.

Engr: Roberta indicated this college is still attempting to identify problems and move forward.

H Sci: Dayle thought DARS was working ok for them as well.

LAS: The wording for the LAS college at the beginning of DARS total calculations has now been adjusted to the following:

```
BACHELOR'S DEGREE IN THIS MAJOR REQUIRES:
---120.0 CREDITS - at least 55 credits from a four-year
      institution are required for graduation.
      A maximum of 16.0 technical credits are allowed.
      9.0 P-NP credits of electives may be applied.
---2.00 MINIMUM CUMULATIVE GRADE POINT AVERAGE
---COMPLETION OF ALL REQUIREMENTS LISTED BELOW.
-----
IP      -----TOTAL APPLIED CREDITS -----
      Appl'd 123.50 credits
IN-P...    12.00 credits
      TOTAL TWO YEAR TRANSFER CREDITS: A Maximum of 65.0
      credits earned from a 2-year college will be counted
      toward the total number of credits for graduation.
      12.00 credits added
      TOTAL ISU/FOUR YR COLLEGE CREDITS
      111.50 credits added
IN-P...    12.00 credits
```

- If **others** are interested in this change for your college, please email Deanna with your request specifying wording desired and depts. involved and we will attempt to begin these changes.
- Jeremy reported that the message about temporary enrollment has been changed to say academic probation. Ed asked about the communication to students about this change and when it's expected. Dayle and Laura communicated that an email is sent each term to students and this would be used to give the students this new information.
- JoAnn reported that she was continuing to find a few areas with problems and attempting to handle the work load of exceptions.
- JoAnn reported that she is no longer updating the old system and is only doing exceptions in DARS. Old system audits will be run in LAS for summer for Deb to use, but DARS will be the only audit received and distributed by LAS.

VM: Mindy indicated that beginning fall 2006 she only needs DARS audits. She will discontinue the old system audits with graduating seniors this spring.

Ath: Ed had a concern about the availability of prospective transfer students DARS audits and would like improvement of that process discussed.

- He also would like to see the dual courses in a separate area on the audit to assist counting credits for his staff. Jeremy and Deanna reiterated the statement that this was not obtainable in DARS and Deanna volunteered to research this again.

6) Plus Delta list: Laura provided the list for our viewing and discussion.

- David suggested we have a "tips" meeting in April. Jeremy will reserve a room for us in Durham on April 19th from 10:00 to 11:00. If you have tips you would like to share, please submit them to Deanna and she will compile a manual. Exception tips will be the subject for the first 'tips' meeting.
- David shared the tip that a DARS audit can be saved as a .pdf file and sent as an attachment which comes in very handy at times. Ed is also doing this. Deanna will have it figured out by the end of the day and be ready to share.
- Laura offered to take suggestions as to what needs to be added or subtracted from the Delta Items on the list. Please email her with your ideas!

7) Other: F.Y.I. From Deanna – It appears many of you are not putting the major at the top of the exceptions. I believe the consensus from the majority is that if you have someone transfer into your college, you need to take a look at the exceptions and remove any that do not pertain to your college as you did on the old system. This is especially sensitive to the CS exceptions. Any AD's should be using pseudo names that would only appear in the specific college program. Our office has not been putting the major in the DPROG area either.

Deanna stayed after the meeting to address individual college concerns.

- *David talked about suggestions to make the EP requirement for their college more reader friendly. He will ask advisors and let Deanna know when they are all ready to 'hide' courses in this area that are identified again.*
- *Katherine asked for clarification on the Friday query DARS updates. Deanna will ask Carol and let the group know.*
- *Jeanne asked about an email from Dayle that she had a question about. Deanna will look into this for her.*

Respectively submitted:

Deanna Jordan

DARS Steering Committee, 03-22-06

01-18-2006

Merry New Year!

The meeting scheduled for December was cancelled.

1) Minutes from 11-16-05 were approved. We had 23 members in attendance.

2) Introductions: Kerri Stover and Lee Furbeck were introduced to the group.

3) Next meeting –10:00 a.m., March 22, 2006. 302 Catt Hall

4) Admissions report: Kerri Stover

Kerri reported the bigger user schools for transfer articulation have been identified. The top four schools are DMAACC, Kirkwood, Iowa Western, & Iowa Central. These schools have been loaded in DARS and tested for problems. Nineteen additional schools are in test and 23 others are waiting to be tested with 46 schools identified to be loaded next. There is a staff of 7 working on the project and testing for problems. Because of the new imaging systems implemented at the same time, the DARS project has been idle for the last few months. This new system will help the Admissions area become paperless in the future.

A mock up of a transfer credit evaluation was distributed showing how the future may look. A number of questions were asked by members concerned with issues that currently affect the transfer work in DARS.

a) If a student changes a major before admitted, can this be handled? Kerri will investigate.

b) If a student declares an option, can this be handled? Kerry will investigate.

c) Who is the contact person for this project? Kerri announced that Daniel Dennis, who has been working in Admissions on the DARS project has accepted another job, so Kerri will be the contact person at this time.

d) Will the replacement for Job# 37-07-08, showing the college new transfer students, run the audits for the colleges? At this point, the colleges will get a report of the names of the students, but the colleges will need to run the audits.

e) Can DARS audits for students not yet enrolled show in-progress courses falling into areas on the audit where they would be acceptable with a passing grade? Currently, they are only showing in NOT APPLIED area. The old system handled this. Modification of DARS will need to be done to allow this to happen. Kerri will look into this.

f) What time frame is expected for implementation? None was given today. A status report will be given at a later date.

5) Delta Plus List update:

- Deanna reported old to new numbers changes to the old system have now been entered for majors requesting this.

- Laura is creating an action statement for the group. Your input is valuable to help us identify. It was suggested that this list become available on the web and the web address be noted at the top of the Agenda for each meeting. Deanna is putting together a “wish list” of past issues that have not been addressed.

- We want to know any needs your college may have that are not being met – send to Laura and Deanna via email. At this time, members indicated the training was ok.

6) College reports:

Ag: David would like to address the way transfer work in progress appeared on transfer audits in the past and how DARS could handle in the future.

Old system had symbol of N for grade and INP as location (meaning tr work in-progress). An audit would print allowing the N with INP to fall into requirement. DARS will currently not allow courses with no grades to fall into requirements unless it's a CUR or REG course from ISU.

Deanna asked a number of other schools for their policy on unfinished transfer work, and all who replied stated that transfer work with no grade did not fall into required requirements. This is consistent with the way DARS currently works at ISU. (schools that responded: University of Nebraska, University of Buffalo, University of Kentucky, Portland State University) *This issue was addressed during Kerri's presentation – see above.*

At this point, we ran out of time. The rest of the agenda will be continued at the next meeting. It will be left on the minutes for future tracking, if needed.

Business:

Design:**Engr:****H Sci:**

LAS: The wording for the LAS college at the beginning of DARS total calculations has now been adjusted to the following:

```

BACHELOR'S DEGREE IN THIS MAJOR REQUIRES:
---120.0 CREDITS - at least 55 credits from a four-year
      institution are required for graduation.
      A maximum of 16.0 technical credits are allowed.
      9.0 P-NP credits of electives may be applied.
---2.00 MINIMUM CUMULATIVE GRADE POINT AVERAGE
---COMPLETION OF ALL REQUIREMENTS LISTED BELOW.
-----
IP      -----TOTAL APPLIED CREDITS -----
      Appl'd 123.50 credits
IN-P...    12.00 credits
      TOTAL TWO YEAR TRANSFER CREDITS: A Maximum of 65.0
      credits earned from a 2-year college will be counted
      toward the total number of credits for graduation.
      12.00 credits added
      TOTAL ISU/FOUR YR COLLEGE CREDITS
      111.50 credits added
IN-P...    12.00 credits

```

If **others** are interested in this change for your college, please email Deanna with your request specifying wording and depts. involved and we will attempt to begin these changes.

From Jane Jacobson:

- a. Can you change the message about temporary enrollment to say academic probation? Faculty Senate approved this change in Fall 2004.
- b. Can you adjust the minors to show the 9 stand-alone credits? I understand that DARS is calculating these, but I would like to see what DARS has chosen.

This request is the same request as asking for the dual courses to appear, only the reverse, courses not dualing. Ohio has been asked on numerous occasions if this could be accomplished. This system is not one that can do this without very complex adjustments to every requirement. Their philosophy is one that if the programs are tested thoroughly, this should not be necessary. Although I also agree it would be helpful to all of us if this could be showing, it's simply not feasible with this system.

- c. Could you go over how the final 32 credits will be resolved if the student, with permission, takes transfer work during the last two or three semesters. Frequently we have students who take something at DMACC or a course in the summer between their junior and senior years. Who will be monitoring this - you or the grad evaluators?

From Steering Committee 07-20-05:

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 field 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.

From Steering Committee 9-21-05:

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.

Now is a good time to remind everyone of the process. The template above is what colleges will use for putting the notation on the degree audit using the MN (memo) exception. Once this memo is in place, the graduation staff will give Deanna permission to do the exception to the requirement that will allow it to read as OK. Colleges never make the 32 crs. rule requirement read OK with an exception.

V M:

Ath:

Other: Deanna's follow up on list from September meeting for discussion if time permits:

7) 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.

The majors that have been identified with problems have all been corrected. Please report any others.

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

need to test.

Upgrade will NOT handle this. This problem is now in the Administration's hands as to how to best proceed.

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

This exception is now written and Deanna can move credits on courses as needed. Email any students with courses that need credit adjustments (transfer courses that come into ISU as 0.0 crs).

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.

No progress has yet been made.

e. Dual/cross listed courses and repeated courses file has not been checked for new '05 catalog rules.

The rules have all been added and tested. If you find one not working, please let us know.

f. A few minors may still not be working exactly right. Once these are identified, Deanna will attempt to fix.

Minors should all be working at this point, if not, give Deanna specific names.

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

This will be an ongoing action.

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

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

DARS Steering Committee, 01-18-06

IOWA STATE UNIVERSITY
Becoming the best.

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