

Office of the Registrar

ISU Degree Audit Minutes

DegreeAudit

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ISU Degree Audit Steering Committee Minutes 2007

11-14-07**1) Minutes:** *Minutes* from 07-18-07 and 09-19-07 meetings were approved as appearing on the web<http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html>**2) Introductions:** Members introduced themselves again for Paul Castleberry and Matt Skoy. Matt will be added to our mailing list of members. We had 21 in attendance today with all colleges represented.**3) Next meeting** –Jan. 16th, 10:00 2200 Gerdin**4) Exceptions meeting:**(October 17, 2007) Eight staff were in attendance representing AG, Bus, and ENGR, ITS, and Registrar's office.

1. Deanna has added a new section (4 FS CODE-exception-break grade restriction) to the training manual showing how to do an exception if a set grade rule needs to be broken. (this is on the web site):

<http://www.iastate.edu/~registrar/dars/DARS%20Student%20Exceptions%20Manual.pdf>

The file was also emailed to staff.

2. We discussed information given at the RCC meeting concerning the use of the minor form as the official form needed to verify courses required. It's ok to attempt to make DARS audits minor areas appear as the form indicates. If you have problems doing this due to the major/minor combo (Engr. with the math minor seems to require additional overlap of courses) then contact Deanna to see if there is a way we can approach individual combos in a better way. It's acceptable for the college of the major to do the exceptions.

3. Deanna showed the group how to use the "what-if" feature on **DARSWeb** for showing courses in the future on the audit.It was suggested having these courses in a different color or font would be helpful to distinguish future courses from the others. The top of the audit gives a message "Planned Courses Included". Jeremy was not hopeful that this could be done, but will check into it. We see this feature as becoming popular with students once they receive access to **DARSWeb**.**5) ITS Update:** Jeremy reported the following:

1. A new and more accurate Praxis scores area has been completed on DARS

2. The designated repeat is now a more accurate reporting field, pulling from the last term in attendance for incoming transfer students.

3. Changes to Basic program in Engineering are in progress.

4. TA report:

- Jeremy is meeting bi-weekly with Mary and Kerri in Admissions moving ahead to the July 1, 2008 target implementation date. There are many changes which need implemented, but Jeremy feels they are

on schedule to meet the deadline. Regular update meetings are also occurring with Mary, Kerri, Jeremy, Laura, Karen Zunkel, and Kathy Jones present.

- Laura reported Senate file 601 is driving the TA progress
- Admissions hope to have 80 domestic schools up and running DARS TA by the July 1 deadline with some additional special features.
- On Friday, Laura will give a presentation to the Regents on ISU progress and in February, will give a demo of a prototype to them.
- UNI has a system called "Plan-it" already in place for transfer credits, but is having to revamp this to accommodate tech credits currently not appearing.
- U of Iowa is waiting for 4.0 DARS and has a home grown system that is causing conflicts with the systems currently in use.
- For future students, transfer articulation will be available outside of AccessPlus, but once a student is enrolled at ISU, AccessPlus will be the system used showing the TA courses.
- Laura mentioned the present "Courses not applied" area may need to be renamed in the future.
- AA degree issue was asked about by Jane from LAS. LAS and Bus have agreements that a student with an AA degree from an Iowa school (or Minnesota schools) has completed the gen eds requirements. Laura noted this is in the vision of TA and will be addressed at some point. Laura is putting together a meeting to visit this issue with staff from LAS, BUS, IT, ATH, & Registrar office.
- Lee questioned if current and future students would both have access to Web audits once TA was implemented. Yes, these will go hand in hand with each other to ensure current ISU students may also view audits, not just future students. Current students will use AccessPlus and future students will have a different way to view audits.
- Laura asked Engineering and Human Sciences colleges if they are comfortable having students view and run their audits from DARSWeb. Jeanne reported a concern about "what-if" audits not showing options, additional majors, or minors. Deanna will send examples of some of the different text showing on majors that have options when none is declared (this was done 11-14-07). Having said that, Jeanne felt their college would be comfortable with student view. Roberta reported her college continues to move closer to this point, still adjusting information within the audits.

6) New Catalog Loading Process Update:

There continues to be a few majors who are not able to see DARS '07 audits on DARSWeb due to no check-in sheet filed. We are not comfortable allowing advisers to run audits that may have incorrect information. The majors involved know who they are and continue to work with us.

For the next new catalog, we hope to make this a much smoother process with earlier distribution of information for loading the '09 catalog. Thanks to all who assisted in getting us through this rough time. It was not fun.

7) College reports:

Ag: no report

Bus: no report

Design: Michelle reported work on a BLA/MLA audit is in progress. This will be used by the graduation staff in helping clear this group of students for graduation.

Engr: Roberta reported the split credits continue to be an issue for their college. Several majors are now attempting to split some of the areas on the audit to help accomplish this internally. Engineering had also inquired about archiving. Deanna will add this to a futures list.

H Sci: Several of the EI Ed options are also attempting to split areas of the audit to accommodate better reporting.

LAS: Jane is concerned with how TA will handle the automatic fulfillment of Gen Ed's with her college.

VM: no report

ATH: no report

8) Updates: Laura:

1. *Deb from Graduation area would like to have the transfer credit issue revisited when a course comes into ISU as 0.0 crs because it was first taken at ISU. Laura will see if she can visit with Admissions about this practice again. Per Laura, this will be addressed as TA moves along. We will continue to keep as a future item on the agenda.*

9) Concurrent students and DARS audits...Issues and answers...

The audit has been adjusted to bring in any CUR or REG courses for concurrent student. Be aware this is now happening. There may be grad level courses showing in areas where they are not needed. This was done to imitate the way the old system handled CUR courses to assist graduation area and other staff working with these students. Discussion centered around the fact that now that CUR/REG courses are showing, incorrect information could be given concerning courses applying to the undergrad record in error. Paperwork and college/graduation area monitoring is occurring which should minimize any problems. This is a rather small select group of student.

10) Honors Code: *A meeting was held with Jeremy, Carol, Liz Beck, Suzanne Wirth, and Deanna with Laura on the conference phone. Discussion involved who currently updates Honors code from Honors Programs and College offices. Carol thought the best decision would be to leave the DARS HRN field on the DR screen open to change, but also make it a field that would be updated each time a change was made on the Info file screen. This seemed like a good solution. Carol will write this up as an ITS job with an email triggered to Honors Programs when the DR field is updated. No time frame of when this will be completed as given. Carol will report progress. **I'll leave this on the agenda until we find out this project has been completed.***

Until a better solution comes, Deanna is willing to provide a weekly query to Honors Programs of all curriculum changes done by honors students at the college level. This has not yet happened, but she will work on this after the big run is completed and all majors have '07 updates.

When a student switches majors, should the HON's code (F) be removed? It was thought that Honors Program was catching this and notifying the college. We will keep this as a future item on the agenda due to IT priorities on TA project.

11) Other:

2. Looking ahead:

December 19th 10:00 Durham (Exceptions Training)

Jan. 16th 10:00 2200 Gerdin

March 26th 10:00 2200 Gerdin

May 21st 10:00 114 Marston

July 16th 10:00 302 Catt Hall

Sept 17th 10:00 2200 Gerdin

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

- *Lee submitted a request for the HONORS section of their audits to be moved to below the additional major/minor area.*
 - *Deborah alerted Deanna to a new option that was not working on the DR side. Deanna will look into this.*
 - *Deanna visited with Jeanne about the new SOC S option for EL ED which should be working better now. Deanna will alert AI and ask about the MATH option as well.*
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9-19-07

1) The meeting highlight was cake, mints, and nuts to Welcome DARSWeb to ISU. Kathy Jones thanked all of us for the dedication and hard work of working together on a project like this. Laura echoed her thanks as well. We had 27 in attendance for the celebrating.

2) **Minutes:** *Minutes* from 07-18-07 were not loaded to the web. Deanna apologized and will be getting them out.

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

2) **Introductions:** Matt Skoy from the athletic department and Stephanie Larson were introduced to the group. Welcome!

3) **Next meeting** –10:00 a.m., November 14, 2007. Location: 302 Catt Hall

4) Deanna had planned to show on the system how MN and notes sections on exceptions were used, but with the party and time limits, a handout was distributed. This document is also on the DARS web site. Each college needs to decide which way works best for them.

5) ITS Update:

DARS on the web: Update: Laura reported on a meeting of Registrar staff and ITS staff and the discussion of granting advisers student access to DARSWeb. It was decided to leave in place the current scheme for AccessPlus users with the knowledge that more “super” users may be needed to do the business of certain colleges. For this, Clare Smith-Larson and Deanna may be notified and will work together to give the needed access. Clare may give advisers access to needed students and Deanna to needed college programs on the web.

Deanna reminded everyone to be sure to let us know when staff leave who may have had DARS client so we may remove privileges in a timely manner.

6) **New Catalog Loading Process:** In a week, right before the big run, Deanna will notify colleges of the majors that will not be running on the '07 catalog. These student audits will error and print a no program message at the top. Once the audit has been approved, a query will be run to identify this group for that major and a batch run will be set up.

7) College reports:

Ag:

Business: Lee offered to host the meetings in 2200 Gerdin for the Jan. 16th and March 26th meeting. This

will be a new location for us. Thanks!

Design:

Engr: Roberta announced this was their first semester of DARS only audits and many programming errors from the departments were being discovered.

H Sci: The Citizenship is now displayed on the audit. Thanks, Jeremy!

LAS: Jane asks what other colleges were doing when someone jumped catalogs with a minor on the past catalog. Since you may not take a minor from a past catalog than what you are on, several others stated they were removing the minor.

VM:

ATH:

8) Senior Run stats F.Y.I.

Stats from Senior Run:

START OF TERM	All Req Met-IP		NOT Met		%All Met-IP%All Met		Total	
	Begin Term	End Term	Begin Term	End Term	Begin Term	End Term	Begin Term	End Term
F07								
AG		39		113		26%		152
DSN		11		29		28%		40
ENGR		123		153		45%		276
H SCI		65		137		32%		202
BUS		192		73		72%		265
LAS		88		243		27%		331
VM		0		0		0%		
TOTALS		518	0	748	0	41%		1266

9) Updates: Laura:

- *Deb from Graduation area would like to have the transfer credit issue revisited when a course comes into ISU as 0.0 crs because it was first taken at ISU. Laura will see if she can visit with Admissions about this practice again. Deanna reported that Laura has visited with both graduation staff and admissions and a decision will be made. This will no doubt go hand in hand with the transfer articulation piece which is a top priority for the coming year.*

10) Concurrent students and DARS audits...Issues and answers...

I've received one request for grad level courses to show on audit...these were removed due to graduation staff request for more accurate audits...What news on concurrent students do you hear? There was discussion on a new concurrent code that was in place and how it may assist in helping us in the future in working with concurrent students. Deanna indicated this would become a future issue once transfer articulation piece is in place.

11) Honors Code: *A meeting was held with Jeremy, Carol, Liz Beck, Suzanne Wirth, and Deanna with Laura on the conference phone. Discussion involved who currently updates Honors code from Honors*

*Programs and College offices. Carol thought the best decision would be to leave the DARS HRN field on the DR screen open to change, but also make it a field that would be updated each time a change was made on the Info file screen. This seemed like a good solution. Carol will write this up as an ITS job with an email triggered to Honors Programs when the DR field is updated. No time frame of when this will be completed was given. Carol will report progress. **I'll leave this on the agenda until we find out this project has been completed.***

Until a better solution comes, Deanna is willing to provide a weekly query to Honors Programs of all curriculum changes done by honors students at the college level. This has not yet happened, but she will work on this after the big run is completed and all majors have '07 updates.

12) Other:

- Looking ahead:

October 17th 10:00 Durham (Exceptions Training)

Nov. 14th 10:00(second Wed. due to Thanksgiving break) 302 Catt Hall

December 19th 10:00 Durham (Exceptions Training)

Jan. 16th 10:00 2200 Gerdin

March 26th 10:00 2200 Gerdin

May 21st 10:00 location TBA

July 16th 10:00 location TBA

Sept 17th 10:00 location TBA

Deanna stayed after the meeting to address individual college concerns.

- Michelle from Design asked Deanna if their advisers could have a DARSWeb demo done in October. Deanna indicated she is willing to do this.
- Jeanne and Dayle from Human Sciences stopped to see what majors still needed approval in their college.
- Paul from Engineering thanked Sheryl and Deanna for all their work on the splitting credits issue the engineering majors have faced.

Respectfully submitted,

Deanna Jordan

7-18-07

1) Minutes: Minutes from 05-16-07 meeting: Roberta reported that K. Stover's last name is misspelled on the minutes from the last meeting. This has now been corrected.

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

We had 20 staff members in attendance.

2) Introductions: Paul Castleberry was introduced as the new classification staff member to the Engineering college. Welcome, Paul.

3) Next meeting – 10:00 a.m. , September 19, 2007 . Location: 114 Marston. At this meeting we will have a computer set up for viewing DARS exceptions screens.

4) Exceptions meeting: This meeting was changed to August 8th to attempt to have better attendance.

5) ITS Update:

Jeremy announced DARSWeb will become available to advisers tomorrow or Friday at the latest. Deanna is putting instructions together to attach for additional help to advisers who begin to use this.

DARS on the web: Update (Where are we on discussion of providing additional access to advisers and where are we going?) Lee again stressed the point that advisers need more access to run audits other than only their students. They would like to have DARSWeb access opened up so advisers can run any student. This discussion needs to be pursued through channels other than this committee. Kathy Jones needs to hear what this group is requesting.

6) Minors: DARS Minors: Participants have been identified who would like to be a part of a minors discussion. Please be aware that during summer and **fall** terms, the signed **minors form** is the official document for processing any DARS adjustments by either the college of the major or the college of the minor. At this time, this agenda item is being routed to the RCC committee meeting which seems a more appropriate location for discussion. Larry will add to the agenda for the first fall meeting. Laura perceives this will need to be distributed to a RCC work group. Deanna will attend the RCC meeting in September.

7) New Catalog Loading Process: Most of the majors/minors are now loaded into DARS, but few have been checked-in with the needed signatures. We are not comfortable allowing these to be used until the contact person has verified the information is accurate. Therefore, no majors will be allowed to run until a check-in sheet is submitted to our office. I would like to activate these by college, meaning if one major in your college has not been approved, then the whole college will be stopped from working. Only JoAnn from LAS injected opposition to this process. Others had no issues with this and are willing to attempt to help Deanna accomplish what needs to be done. It was asked that a deadline date be set. The first day of classes, August 20, was picked. Deanna has already discussed LAS processes with Jane and JoAnn, so there is no need to bring up LAS issues at this meeting for the group (see end of minutes from last meeting).

8) DARS Conference & Update from Jeremy and Deanna:

What we learned:

- To have several of the functions we need to make our audits and reports perform better, we need to upgrade. One of the advantages will be the use of the reporting function for retrieving information. Another will be an accurate ARCH audit which is our only audit that allows splitting credits across the whole program. Discussion with ITS is in progress.
- There are several institutions using DARS to assist in creating their catalog curriculum pages. For ISU, it would mean **loading the new catalog before it comes to print**. Doing this would eliminate duplication of work by many. It would also mean reversing the years the degree audits are loaded meaning the '09 catalog would be loaded next year. It could also mean a more accurate catalog and less duplicate interpretation. Please think about this for our future. Engineering and Human Sciences expressed interest in this process. No one seemed opposed, but are thinking about it. This also needs to be further addressed within the Registrar's office and within the college curriculum committees as this will create a major process change.
- Loading the graduate college programs into DARS is something ISU would like to proceed with. This could add new faces to this meeting. Human Sciences is ready to lead the way with this and future talks will be happening.

9) College reports:

Ag: Nothing to report.

Business: For new student orientation, the check-in forms for 2007-09 catalog were submitted and DARS audits for this catalog were able to be run assisting with a more accurate registration process.

Design: Nothing to report.

Engr: Nothing to report

H Sci: Jeanne has a question about when to use the **memo** field on an exception and when to leave it blank and add an **MN exception** instead. An example is when IP is met with study abroad and a waive is done on the audit. An adjustment that may need to be seen in the future needs to be done on the face of the audit (MN). Exceptions memos will not be seen after the student graduates and audit is on a file. The NOTE field prints on the audit and would be a permanent part of it. Ideally, using the NOTE field would be best if large enough.

- Discussion: At the September meeting, we will have a computer hook up so we can clearly see the screens in question and this discussion can continue.
- The Citizenship was asked to be displayed on the audit. Jeremy will check into this process.

LAS: When will DARS be archived for everyone's use?

- What does this involve?
- Do we only want OK senior audits or all senior audits (when the student has graduated, but the exceptions were not completed due to time factors or exception limitations?)
- Can we set a projection date for doing this?
- Will access be by college or across the university?

After discussion, it was decided to revisit this at the **November** meeting. One question each college needs to ask is: If the registrar keeps records within DARS for 5 years, who needs it longer? If the records are available with DARS system for 5 years would archiving really be needed? What college needs would not be met with this plan and how can the college best meet their individual needs?

VM:

ATH:

10) Catalog load update:

Stats for upcoming loading of 2007 catalog:

STATS FOR 2007 CATALOG LOADING:

*Program progress for the 2007 catalog. All programs must be loaded and check-in forms signed by August 2007. Below is an approximate progress report. I'll attempt to keep this up to date for each meeting.

College	#to load	#loaded	#returned check-in forms
AG	23	22	8
DSN	10	10	7
ENGR	12	12	0
H SCI	25	25	3
BUS	10	10	10

LAS	52	1	0
VM	1	0	0
TOTAL	133	80	28

TOTAL % of **majors** loaded **60%** approx. 21% check in forms returned

Minors are hard to count. We have recently given an ending date to minors of 200703. Once the minor is approved and closer to middle of summer, we will move the ending date to 200903 so we can tell which ones are approved. If a minor has no changes from past catalog, once we change the ending date, it may be used immediately.

Also, **second majors** are not included in stats. These are loaded at the time the primary is loaded in most cases.

11) Updates: Laura:

- *Deb from Graduation area would like to have the transfer credit issue revisited when a course comes into ISU as 0.0 crs because it was first taken at ISU. Laura will see if she can visit with Admissions about this practice again.* Laura indicated she is in conversation with Admissions concerning this.

12) Honors Code: *A meeting was held with Jeremy, Carol, Liz Beck, Suzanne Wirth, and Deanna with Laura on the conference phone. Discussion involved who currently updates Honors code from Honors Programs and College offices. Carol thought the best decision would be to leave the DARS HRN field on the DR screen open to change, but also make it a field that would be updated each time a change was made on the Info file screen. This seemed like a good solution. Carol will write this up as an ITS job with an email triggered to Honors Programs when the DR field is updated. No time frame of when this will be completed has been given. Carol/Jeremy will report progress. **I'll leave this on the agenda until we find out that this project has been completed.** Jeremy reported that this has not yet been addressed.*

13) Deanna added this message after the agenda was distributed. 7-18-07

Update from Ohio : back in April of 2006 this was submitted as an enhancement:

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 course 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 finds it hard to detect courses used again in the audit.

Thanks for considering this feature!

Deanna

Here are the responses:

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).

This was just received yesterday (7-17-07):

This issue will be easier to address under the 4.0 reporting scheme. We'll revisit this request once 4.0 is released. (at this time, no release date for 4.0 has been announced-dj's note)

14) Other:

- Looking ahead:

August 8th 10.00 Durham (Exceptions Training)

Sept. 19th 10:00 114 Marston

October 17th 10.00 Durham (Exceptions Training)

Nov. 14th 10:00 (second Wed. due to Thanksgiving break) 302 Catt Hall

December 19th 10.00 Durham (Exceptions Training)

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

No one had any individual college questions after the meeting.

Respectively submitted,

Deanna Jordan

5-16-07

1) Minutes: Minutes from 03-21-07 meeting were approved as on the web:

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

2) Introductions: We had 13 in attendance with no introductions needed today.

3) Next meeting – 10:00 a.m. , July 18th, 2007. Location: 302 Catt Hall

4) Exceptions meeting: Next meeting- **August 8**, Durham (no meeting in June due to DARS conference)

Report for April 18th meeting: This meeting was cancelled due to low attendance respond (1). The next meeting was changed from August 15 to the 8th to attempt to avoid conflicts with the beginning of fall term.

5) ITS Update:

A) Clare Smith-Larson from the Office of the Registrar would like to know which, if any, college staff are ok with having the DA (old degree audit) screens removed from view on their terminal. She can do this college by college as you let me know. There is no problem keeping it, but we will want to remove it when no longer of value. Let Deanna know.

Business and **Design** are the only colleges at this point that ok'ed the removal of the old ADIN screens from their desktops. Clare has been notified on this (by dj on 5-31-07).

B) We talked about the availability of DARS on AccessPlus which is fast approaching. Jeremy has asked for 2 from each college to be willing to test the system. A list was passed around and given to Jeremy of people to add. The target date is middle July for implementation to advisers.

Web access was discussed. Each college is to report to Deanna or Jeremy what their preference is concerning who should have access to students/programs on the web. Right now it's set so only students from a college may be viewed with access to all programs. This needs some work yet to insure advisors get what they need.

5) Honors Code: A meeting was held with Jeremy, Carol, Liz Beck, Suzanne Wirth, and Deanna with Laura on the conference phone. Discussion involved who currently updates Honors code from Honors Programs and College offices. Carol thought the best decision would be to leave the DARS HRN field on

the DR screen open to change, but also make it a field that would be updated each time a change was made on the Info file screen. This seemed like a good solution. Carol will write this up as an ITS job with an email triggered to Honors Programs when the DR field is updated. No time frame of when this will be completed as given. Carol will report progress. *–I will leave this on the agendas until completed to help us remember-dj.*

6) Minors: DARS Minors: Participants have been identified who would like to be a part of minors discussion. No meeting as been set at this time. Please be aware that during summer and fall terms, the signed **minors form** is the official document for processing any DARS adjustments by either the college of the major or the college of the minor.

After the meeting, Laura stated that she felt that this issue needed to be addressed by the RCC committee rather than the steering committee. This is not really a DARS issue, but rather an administrative issue. She will now take this to this committee for discussion.

7) New Catalog Loading Process:

A process to front load the DARS audits for the 2007 catalog has been implemented using .pdf files and information from the 2007 catalog. This was explained in an earlier email. Check-In Sheets are being distributed to majors already loaded to insure DARS staff has all corrections in place by catalog deadline this fall term. We have around 10 majors currently approved for 2007 catalog.

Deanna expressed her thanks to all the positive feedback received from the colleges as we attempt to make this process smoother. LAS voiced some confusion which Deanna and Jane discussed after the meeting.

8) College reports:

Ag: David asked about transfer audits where the student switches majors before admissions which is an Admissions issue. It was mentioned that the perspective list has the information he needs. He will attempt to get this list as needed and Laura will bring the issue to Kerri Stover in Admissions.

Business: *Lee has suggested that in place of entering a DPROG on MN (memos), his college will be adding the major at the beginning of the memo to alert all reading it which major is affected by the memo. Since almost 100% of his students go from P Bus to a major in Business, this process insures duplicate work will not be required. This was briefly discussed with the solution that as long as business is clear in the notation, we can all live with this.*

Design:

Engr: Roberta reported they are working on a form on the college intranet that will let advisers submit exceptions for students, she can then do them, and route back a completion message. Engineering is the only college current using intranet. This sounds like a great way to streamline DARS and do business! It's very encouraging to have a college doing this. This will be a great example for others as we advance our technology!

H Sci:

LAS:

V M:

ATH:

9) Catalog load update::

Stats for upcoming loading of 2007 catalog:

STATS FOR 2007 CATALOG LOADING:

*Program progress for the 2007 catalog. All programs must be loaded by August 2007. Below is an approximate progress report. I'll attempt to keep this up to date for each meeting.

College	#to load	#loaded	#minors to load
AG	23	23	20
DSN	10	10	9
ENGR	12	12	2
H SCI	30	25	11
BUS	11	11	13
LAS	52	1	44
V M	1	0	0
TOTAL	139	82	99

TOTAL % of **majors** done **59%** approx.

Minors are hard to count. We have recently given an ending date to minors of 200703. Once the minor is approved and closer to middle of summer, we will move the ending date to 200903 so we can tell which ones are approved.

Also, **second majors** are not included in stats. These are loaded at the time the primary is loaded in most cases.

Graduation "ALL REQUIREMENTS MET" approximate stats for Spring 2007: (sent by email on 5-17-07)

AG	222/319=70%
DSN	131/231=57%
ENGR	64/221=29%
H SCI	270/352=77%
BUS	401/450=89%
LAS	395/742=53%
V M	103/109=94.5%!!

This shows the % of audits that reflected "ALL REQUIREMENTS MET" at the top of the audit the week after graduation.

9) Updates: Laura:

- Deb from Graduation would like to have the transfer credit issue revisited when a course comes into ISU as 0.0 crs because it was first taken at ISU. Laura will see if she can visit with Admissions about this practice again.

Laura reported she is now having regular meeting with Kerri in Admissions and will put this issue on her agenda.

- It was also brought up that the transfer evaluation forms continue to have SS# not ID#'s. Laura explained that this will continue to be the way it is until DARS transfer evaluation is in place due to not wanting to touch old vsam files.

10) Other:

- Looking ahead:

Future Meeting for 2007:

June 20th Exceptions Training cancelled. Jeremy and Deanna attending DARS conference.

July 18th 10:00 302 Catt Hall

August 8th 10.00 Durham (Exceptions Training)

Sept. 19th 10:00 114 Marston

October 17th 10.00 Durham (Exceptions Training)

Nov. 14th 10:00 (second Wed. due to Thanksgiving break) 302 Catt Hall

December 19th 10.00 Durham (Exceptions Training)

Deanna stayed after the meeting to address individual college concerns.

- *Jane and Deanna discussed the role of the check-in form and the progress of their college toward submitting 2007 catalog information.*
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3-21-07

1) Minutes: Minutes from 01-24-07 meeting were approved as on Web:

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

2) Introductions: No introductions. We had 24 in attendance. It was announced that Katherine Lyons will be married in 10 days! (March 31st) She plans to move to Indianola with her new husband. She will be job hunting in this area and will plan to leave the university either when a new job is found or her townhouse sells, whichever is first! We wish her the best of everything in this new adventure!

3) Next meeting – 10:00 a.m. , May 16, 2007. Location: 302 Catt Hall

4) Exceptions meeting: Next meeting- April 18th, Durham

Report for March 7th meeting: We had 10 people for this meeting sharing ideas.

Deanna made a point to be sure everyone is aware that when DARS is on line to advisers, the flow of exceptions will pick up and advisers may become more persistent that these are done in a quick turn around time. She again offered to help with exceptions coding for anyone who feels behind. Everyone should now be working on blue future exceptions to insure all summer senior audits are correct. If you are not doing this, you are behind.

Deanna reminded everyone to always rerun an audit after doing exceptions. This comes from the gradation areas who have been finding many incorrect exceptions. Doing this will save all time in the long run.

David from AG offered several useful good tips:

1. If needing to reject all courses from a specific designator, use (i.e. :) Biol ****. The * is a wildcard and can be used to allow anything.
2. Organize your stack by major so you are working on one major group at a time.

3. Write out common pseudo names like IP and Diver and put in view of your screen for easy access.
4. If you have more than one exception for a student, after the first exception, hit return to bring up the choice box again.
5. Reminder from Deanna: to save keystrokes, types in course, then \, then enter. Spacing will occur.

These meetings are done at your request. Please try to make a point of attending to help us all become knowledgeable with DARS.

5) Honors Code: Currently: The honors code can be found on the TS/PA or SI/HP screens in ADIN. Update is available to the HP honors staff. Another ADIN screen, DR/SI, is where college staff updates the honors field for DARS audits.

A query from the scheduling area in the registrar's office has shown us that around 240 mismatches occurred, meaning either DR field was blank or the codes on the DR field were not the same codes entered on the HP field. Who should be the primary contact for entering this code when the HP screen appears not accurate?

If we connected HP screen to DR, then the DR would be a view only field.

There was much discussion on how this code affects the DARS audits and the advantage/disadvantage of having access to changes in the code at the college level rather than the honors program level. Carol also raised the question of how honors and vet med or concurrent students are affected by this undergrad code.

*It was decided to take **no** action toward connecting the fields at this time. It was decided that a small group of people, including honors staff, Suzanne Wirth and Linda Young, would come together to better understand the process and what should be the future of this code and how it affects DARS audits. Laura and staff will work on a meeting time to make this happen.*

6) Minors: DARS Minors:

a) Discussion has been floating around as to how to best use the DARS minors area when it does not match the minor form that has approved signatures on courses to be used to fill the minor?

From email sent 2-26-07 from Deanna:

I'm interested in feedback from colleges as to how DARS minors are working (from the last big run) and how we can make them better. Also, we will be talking about how the form and DARS can better work together.

b) At the adviser/dept/college level what are these issues?

c) What is desired? **JoAnn would like to have the wording different on the last 9 cr stand alone rule on the minors. Deanna will look into this.**

d) What can DARS provide?

e) How do we get there?

f) Do we want to allow students who have minor areas showing ok to be approved for graduation if the DARS courses are not the same ones as on the form?

g) Who should be "fixing" these areas if they are not OK, but could be with a few exceptions. Right now we have people doing exceptions on other college minors. Should this be discontinued?

~Deanna announce for Summer 2007 graduating seniors, the minor form would continue to be the form used for graduation approval. Colleges again do NOT need to adjust the minor so it

becomes OK on DARS. The form is enough.

The majority was mixed as to who should do exceptions on minors. Some colleges felt they should do their own while others felt the college of the major, who had then minor form, could do the exception.

*The goal is to have an accurate minor working in DARS. After much discussion, it was felt that a small group of people needed to gather and put together a plan and review the past, then proceed to the faculty curr. committee with this issue for feedback **if deemed appropriate**. Laura will work on this with the following people expressing interest in serving on the small group: Linda, Deb L., Katherine, Roberta, JoAnn, Michelle, David, Jeremy, Deanna, and Laura. Business did not feel a representative from their college was needed*

7) College reports:

Ag: David had a question about TR audit and major. Deanna asked him to call her. He also had a question about the legality of inscription files for DARS transfer. Laura will meet with him after the meeting. Deanna asked him to hold on this due to the DARSWeb coming in near future.

Business: *Deborah asked about AccessPlus showing students as full business majors and info file records showing P Bus. Students were trying to enroll in 300+ level courses without luck. This mismatch in curr is due to timing. It takes a few days for paperwork to get entered into the info file. If both majors are matching, it means paperwork is completed.*

Design: Michelle mentioned the BLS major requirements would soon be arriving to be loaded into a DARS audit.

Engr: *Roberta mentioned at times, an exception was done and looked ok, then later when rerun again, it was not ok. Deanna thought this was an issue that may always be with us but should become less bothersome as we learn more. She asked Roberta to supply samples to be sure it was not a programming issue.*

H Sci: Linda mentioned that her college needed to be careful to check if they are viewing a major audit or an education audit which looks different.

LAS: Deanna would like to know if the Psych audits continue to have issues? Yes, per JoAnn, there is still an area where there is a problem. She will be in touch.

From Jane Jacobson: How will the new communication proficiency policy be incorporated into the 2007-09 audits? Will there be a check-off for departments? Will it be flexible enough to allow for variations between departments? (Is this a university issue or LAS college issue?-dj) Yes, per Jane this is a college issue. No other college expressed a concern about this change. Jane was told that the proficiency would be written as each major desired, which is no different from now. It could be a future issue as departments become aware of the change. There was discussion about the use of a field on info that could transfer to DARS via pseudo name like Engr is now using in two majors. More departments may want to explore this.

V M: Mindy mentioned that a DARS rewrite took place this term and the graduation audits looked much cleaner

ATH: Amber reported this area is doing ok.

8) Catalog load update:

Stats for upcoming loading of 2007 catalog:

STATS FOR 2007 CATALOG LOADING:

*Program progress for the 2007 catalog. All programs must be loaded by August 2007. Below is an approximate progress report. I'll attempt to keep this up to date for each meeting.

College	#to load	#loaded	#minors to load
AG	24	11	20
DSN	10	7	9
ENGR	11	1	2
H SCI	30	12	11
BUS	11	11	13
LAS	52	1	44
V M	1	0	0
TOTAL	139	43	99

TOTAL % of **majors** done **31%** approx.

Minors are hard to count. If there is no change in the minor, then it is not touched since all have a LYT (last year term) of 9999 99.

Also, **second majors** are not included in stats. These are loaded at the time the primary is loaded in most cases.

9) Updates: Laura: from last meeting: This issue will be addressed at the next meeting.

- Deb from Graduation would like to have the transfer credit issue revisited when a course comes into ISU as 0.0 crs because it was first taken at ISU. Laura will see if she can visit with Admissions about this practice again.

10) Other:

1. We believe we have closed the gap in information concerning experimental courses (X courses). We are now receiving notification of all experimental course additions via .pdf files. Once we receive this information, we view it, looking for cross/dual listings and add to DARS string table as needed.
2. The problem with waiving credits at the requirement level has been fixed. This should no longer be an issue of credits applied toward degree not counting correctly.

Looking ahead:

Future Meeting for 2007:

April 18th 10.00 Durham (Exceptions Training)

May 16th 10:00 302 Catt Hall

June 20th Exceptions Training cancelled. Jeremy and Deanna attending DARS conference.

July 18th 10:00 114 Marston

August 15th 10:00 Durham (Exceptions Training)

Sept.19th 10:00 114 Marston

October 17th 10.00 Durham (Exceptions Training)

Nov. 14th 10:00 (second Wed. due to Thanksgiving break) 302 Catt Hall

December 19th 10:00 Durham (Exceptions Training)

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

~After the meeting Janis/Amber asked about running 2007 audits now loaded into DARS. Deanna said there is currently no good way to stop this and that an approval process needs to be investigated. She will do this. Deanna thought that by mid summer, we should be better able to use the 2007 as needed.

~Also, H Sci college would like to know which majors are still not loaded for 2007.

~Design also asked. Only ARC is left for them.

~Deanna thought that by mid summer, we should be better able to use the 2007 as needed.

1-24-07

1) Minutes: Minutes from 11-15-06 meeting were approved as written.

2) Introductions: We reintroduced Amber from Athletic services and Sarah from LAS. Welcome!

We had 21 in attendance today.

3) Next meeting –10:00 a.m., March 21, 2007. Location: **302 Catt Hall**

4) Exceptions meeting: It was discussed and asked to set up a regular training meeting every other month in Durham. Jeremy will attempt to find a time the first two weeks in March when we can meet, then attempt to set up the 3rd Wed. or each month the steering committee does not meet. Those dates would be April 18th, June 20th, Aug. 15th, Oct. 17th, and Dec. 19th.

5) College reports:

Ag: Mickie reported for the old audits only the '01 catalog is now required. The order for the old audits remains the same.

Business: --Lee asked when Web access would be available. Jeremy reported the new servers have arrived and the F07 date is still planned for web access to adviser only. Carol discussed the security issues being worked out currently. Most felt like Carol and Registrar's office needed to meet to discuss a broader availability to adviser to run audits in different majors.

–The minor problem was discussed with Jeremy assuring all that he is attempting to find the problem. Stay tuned. Students with minors are having courses appear in the minor and electives area. This is not correct. Jeremy found the problem with the field labeled UNIQUETB (not enough character were listed here) 2 days after the meeting and a notice was sent to all that the problem had been fixed and the big run should work ok.

– Meeting with admissions and colleges to discuss concerns about audits delivered to future transfer students without courses from electives evaluated and moved to requirements. This will be next Tuesday at 2:00 in Admissions conference room, I believe.

– Lee would like to have this committee meet in the Business College in the future. He will see what date works and let Deanna know so she can work it into the schedule.

Design: Absent

Engr: Jeremy asked if the basic program was ready to run. Katherine will visit with Jeremy after the meeting.

H Sci: Deanna explained how to split courses when & is used to connect. She will send directions.

LAS: JoAnn will meet with Deanna after the meeting to discuss problems.

VM: all ok

ATH: all ok

6) Catalog load update:

2007 Cat. mj/min to load: 2007 Catalog majors loaded 1-24-07:

Mj/2nd mj countMin countMajor/2nd major count

AG 24/4 15 AG 11

DSN 10 11 DSN 6

ENGR 13 1 ENGR 0

H SCI 28 9 H SCI 11

BUS 9/8 6 BUS 10

LAS 58/42 43 LAS 0

VM 1 VM 0

U 7 U

total 151/54 92 Total 38/151 (25%)

7) Other:

We've come up with a solution to a problem that was discovered with experimental courses with dual/cross listings.

DARS staff is not comfortable adding all experimental courses with dual/cross courses to the DARS string table as we feel many of these courses never become catalog courses and it would clutter up a file that is already very large. I believe courses stay experimental only 2 years? Once these are actually courses, we would then add to string during catalog update.

During this two year window, I would like to have the colleges take the responsibility of alerting us to the experimental crosses that need added to any sub-requirement list to ensure DARS will pick them up if they are a course choice in that sub.

This was caught by JoAnn when an experimental cross-listed course was not caught in a group area due to a course listed, but not the cross.

This issue was discussed. It appears there is a lack of information coming to Deanna from the scheduling area concerning experimental courses. We need to work on taking the information on the web concerning new experimental courses and load what we need into DARS requirements and string rules as needed. This will be addressed in the future.

Deb from Graduation would like to have the transfer credit issue revisited when a course comes into ISU as 0.0 crs because it was first taken at ISU. Laura will see if she can visit with Admissions about this practice again.

Looking ahead:

Future Meeting for 2007:

March 21st 10:00 302 Catt Hall

May 16th 10:00 302 Catt Hall

July 18th 10:00 114 Marston

Sept. 19th 10:00 114 Marston

Nov. 14th 10:00(second Wed. due to Thanksgiving break) 302 Catt Hall

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

- *JoAnn, Sarah, Sheryl & Deanna visited about the PSYCH audits which still have issues. Samples were supplied and Deanna will work on this.*

Respectfully Submitted:

Deanna Jordan

Additional discussion on the 32 credit waiver process:

Deborah, (1-25-07)

After visiting with the graduation evaluators, here is what should happen:

Once a 32 credit waiver is done on the student's record, the top of the audit should show the "All requirements met, IP courses used" message.

Having said that, we are not willing to add the exception to the **blue** future audits (in case the student fails a course near the end of his career). Only students who appear in the senior run and have all other requirements showing as OK will be eligible to have the 32 cr. waiver done by our office during the term of graduation.

This is to help the evaluators as they review the record to ensure the waiver that triggers the exception is applied only to a student's transfer work which has been approved on the waiver message at the bottom of the audit.

Please let me know if you have additional questions.

I'm going to add this message to the bottom of the minutes of the last steering committee meeting to help us track this in the future.

Thanks!

Deanna Jordan

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