DARS Steering Committee Agenda

11-19-08

1) ***Minutes: Minutes*** from 9-17-08 were approved as on the web with Deanna suggesting we move the request for additional majors to be available for what-in audits to continued topics for discussion area.
   http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html
   We had 20 in attendance today.
   Next meeting – Jan. 21, 2009   10:00, 2200 Gerdin

2) Announcement:
   Paul from Engineering College presented and demonstrated the electronic form created using Adobe LifeCycle and college intranet by the Engineering College for submitting exceptions to the classification office from the advisers. He explained the features of the form and different ideas and suggestions that have been incorporated into it. He also stepped us through setting up an electronic signature and setting folders for email addresses. A good discussion followed with many interested in this progress. Three engineering majors currently are piloting this project and using the forms almost exclusively. Nice work, Paul!

3) College reports:
   Ag: Mickie reported that one copy of the big run for Spring 09 would work for their college.
   Business*:* Archiving graduation degree audit electronically was discussed. This is on the ITS project list and no representation from ITS was present. We discussed archiving the snapshot degree audit after grade processing or just leaving all the work in DARS and ADIN for 10 years. It was thought for this group of students, doing a snapshot in time, with additional notations by graduation staff to any forms on file would be the way to proceed. Also, colleges would like to have access to these files or e-reports on demand as needed. More discussion will follow as we get closer to doing this.
   Design:
   Engr:
   H Sci*:.*
   LAS: Jane shared that LAS college would like to have a piece on the audit showing the summary lines from each semester pulling from the perm record. Deanna will investigate.
   JoAnn and Laura discussed how/if progress was being handled with the WLC major coming in the Fall*.* Admissions is currently admitting new students into this major.
   V M:
   ATH:

4) Requests for information: I've received some requests from departments asking things like: In what majors is course X located. There is a way in DARS to find this information using the "Find Course" feature. A policy, per Kathy Jones, has been implemented that our office will be charging departments for doing this work. Your college classification officers could also do this. Deanna also has a query written by Jeremy to share that may be of some help with this. JoAnn from LAS reported feedback from their majors wondering what the Registrar's office was doing for them if they were charging for everything. Missed communication with terminology occurred between the "find course" feature and query. We are charging for Registrar's staff time using the find course feature, not for query time. The colleges may also provide this information for their departments at no cost to the department. The Registrar's office is not directing this type of requests to the classification office.

5) **ITS Update***:* No update available.

6) Update from Exceptions meeting: We had 8 in attendance. We found DARS program had been removed from the computers in the training site, so discussion centered around the "look" students where able to see in AccessPlus. Some exemptions did not seem to looking right, due to the system we were using, *not* a programming issue.

7) **Continued topics for discussion:**
- ❖ *Transfer credit comes into ISU as 0.0 crs when first taken at ISU. New TA process will address this. Due to DARS TA, this issue will be given to the transfer evaluation staff by Deanna/Laura at their next meeting..*
- ❖ Colleges would like to have ability to add 2nd major to their "what if" audits. Deanna will be working on this.

<u>**Looking ahead:**</u>

Nov. 19, 2008	*10:00*	*114 Marston*
Jan. 21, 2009	*10:00*	*2200 Gerdin*
March 18, 2009	*10:00*	*2200 Gerdin*
May 20, 2009	*10:00*	*LAS*
July, 15, 2009	*10:00*	*AG*
Sept. 16, 2009	*10:00*	*LAS*

Respectfully Submitted,
Deanna Jordan

DARS Steering Committee: 11-19-08

DARS Steering Committee Agenda

- *Minutes: Minutes* from 9-16-09: Per David Ross, the tone of ITS Update, bullet one, did not reflect what was discussed. Deanna asked him to submit a rewrite for her to review.

- *Introductions:* Tina Prouty from Engineering was introduced. Also in attendance was Jeff Cesler for athletics who we will introduce at the next meeting.

- **ITS Update***:*
  - *Dennis:*
    a. Dennis presented the new feature now available on *AccessPlus* . Much good discussion followed. Realizing this is not the perfect tool for communication of exceptions, it was generally thought advisers would like it. It is left to the college discretion as to how to use this. Business, Design, Engineering, and Human Sciences shared how the communication with exceptions is done in each of their colleges. Business and Design use half sheets submittals, Engineering uses a password protected email routing, and Human Sciences has yet to develop their communication paths. LAS is open to ideas and continues to need the paper for now as does AG college.
    b. Deanna mentioned the Draft presented at RCC has been given to Kathy Jones, Registrar, by Laura and is being addressed. David stated he felt RCC was the place for this discussion and not steering committee.
    c. There is a field on the student info page showing EP, DIVER, and IP as met or not met. Dennis will look into where this info is coming from and may remove it from this screen if not accurate.
    d. Archiving graduation degree audit. This will be a natural process since we have the ability to pull audits into e-reports. The last senior run, done after grad process, will be the list that we keep for the longest. Ten years seems to be the amount of time mentioned. We can begin saving these with the F09 seniors. Discussion from the graduation evaluators indicated we may need to do a final batch after the batch done directly after grade processing. We will work with them to see how the audits look. We can check for a few terms to see how many audits change from one batch to the other due to programming changes. It was thought imaging audit and other documents would be a better solution.
    e. Transfer courses approved for use in audit requirements besides electives: Carol was not present to talk about this issue, but Deanna briefly stated there were some programming issues where TA work transfers to Perm Record and code was lost. We will carry this over to the January meeting.

    f. <u>*Big Run:*</u> We have now been notified that H SCI is ready to go paperless. Great! We now have 1 copy needed for only Ag, LAS, and Engr (2 majors in this college continue to want paper).

    g. <u>*Senior Run in January:*</u> We will continue to print paper (1 copy) for majors that want this. LAS has asked to go paperless for senior run as their beginning in this direction. Great!

- *College reports:*
  a. *Ag:* Needs paper-1 copy
  b. *Business: Already paperless*
  c. *Design:* Ready for paperless
  d. *Engr:* All but two majors are paperless.
  e. *H Sci:. Now ready to go paperless!!*
  f. *LAS:* Needs paper. I've seen an email from Music and they appear to be ready for paperless. Other: 'NEEDS' line in the summary line of the *Totals Toward Degree* requirement: This issue needs discussed by advisers to get a clear consensus before changes are made to all major total lines. Jane was not present at May meeting. Deanna has changed Psych major, but no others at this time. Email to Jane asking if this needs to continue 9-9-09dj.
    Per Deanna, we need to decide as a whole if this issue needs to continue. Right now, I'm aware of very few people who have not interpreted the needs line correctly. Please be aware, we cannot program to catch all kinds of interpretations.
  g. *Vet Med:* Mindy was not in attendance
  h. *ATH:* Registrar's office will continue to print athletic paper audits for now.

DARS Steering Committee Agenda

- Minors booklet files have been distributed to the Steering Committee members.
- Updates on '09 catalog/major are now loaded.
- **Other:** Deanna has a query of all college exceptions done from Aug. 25. 2008 through Aug. 21, 2009. She will distribute college query to each college for their use.

<u>Looking ahead:</u>
Please let Deanna know if you have a room we may schedule. Thanks!

Jan. 20, 2010 @ 142 Curtiss
March 17, 2010 @10:00 location TBA
May 19, 2010 @10:00 location TBA
Sept. 15, 2010 @10:00 location TBA

Minutes DARS Steering Committee

1) ***Minutes: Minutes*** from 7-16-08 meeting were approved as showing on the Web
http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html
We had 20 in attendance today.
Next meeting – November 19th, 10:00 a.m., 114 Marston,
Colleges were asked to check the dates listed below and email me with availability-I will do up to two meeting per college location.

2) Introductions and Announcements (celebrations): We celebrated the launch of ISU Degree Audits to students by having treats and praising Jeremy for his work on this project.
Carol McDonald then made the announcement that Jeremy will be leaving the DARS project and going to the Kuali project here at ISU in it's beginning phase. We wish Jeremy the best of luck in his new adventure and thank him for all the work on DARS. *I found this on the Kuali website: http://www.kuali.org/about/*

The Kuali Foundation is a non-profit organization responsible for sustaining and evolving a comprehensive suite of administrative software that meets the needs of all Carnegie Class institutions. Its members are colleges, universities, commercial firms and interested organizations that share a common vision of open, modular, and distributed systems for their software requirements. The goal of Kuali is to bring the proven functionality of legacy applications to the ease and universality of online services.

3) College reports:
     Ag: David reported their college would like to have ability to add 2nd major to their "what if" audits. Some work has been started on this and Deanna will look into this. Also, this college would like to have unofficial audit text printed on all student audits to help distinguish between student /adviser audits.
     Business*: Lee asked if we still need paper audits.*
     Business does a constant update every time a student comes in.
     List of any student who still does not have an adviser sent to the classification office.
          It was discussed that one copy of paper audits would satisfy all colleges with Michelle emailing after the meeting to say ok to this for the design college and Deanna visiting with V M and Janis about their preference.
          Also, it was discussed that runs that connect with big run need to be looked at for possible deletion as we move to paperless audits all around. Deanna will take the job list and have a look. She warned about deleting jobs too quickly until we know how each college is using it.
     Design: No report
     Engr: Paul has agreed to demo the electronic form created and being piloted my several majors in ENGR at the next steering committee meeting in November.
     H Sci:*.* Ok to lower paper count to 1copy for F08 and S09 dependent upon e-report progress per Dayle email on 9-18-08.
     LAS: Ok to lower paper count to 1 copy for F08 and S09 dependent upon e-report progress
     V M: Absent, Deanna will ask about number of copies of big run desired.
     ATH: For athletic run, Janis requested 3 copies.

4)* ITS Update:**
     ❖ ***Progress on Honors code changes.***
Deanna put out an email requesting feedback from colleges to ensure it was ok to delete the F code on Honors field when a student does a curriculum change. Design and Business were the only ones who responded and with yes, so we moved ahead to do this.
     New honors process is in place:
     1. **Honors staff will enter all codes on the HP screen which will update the DR Hrn field. Colleges will have *view access only* to DR Hrn field. Any changes needed, will be done by Honors staff. Codes of F or B will be only codes that will appear on DR side.**
     2. **Curriculum changes done to HONORS students (with codes showing) by the Registrar's office to the Perm Record, will trigger an email to the student and to the Honors staff. This will alert Honors staff to work with the student to be sure code is accurate for new curriculum. In theory, the DR curriculum change should now match the new curriculum since colleges will change DR before Registrar changes perm rec.**
     3. **If the DR screen is showing a second major, the HONORS staff can now enter HONORS code on the HP screen which will show also on the Hrn DR screen. A query to Honors staff will help them to match up the screens by removing any old codes still in place.**

	ADVISER	DEG PGRM		CTLG	HON
1ST		1ST	S MATH B	2007	F
2ND		2ND	M FIN B	2007	F

     Deborah Morris from Business asked how to find freshmen honors if no longer on the DR screen. Other colleges can view SI HP screen. Deanna has asked Clare from the Registrar's office to give this to her and Deborah.

Minutes DARS Steering Committee

❖ *DARWeb on AccessPlus for students! On August 11, 2008, the system went on-line in AccessPlus for Students with options to select majors/options/minors/future courses and produce an audit to reflect these plus courses already taken. On August 13, 2008, advisers were given additional features of options and minors to assist as they advise students. (Screen shots attached).*

Student ID#s were removed from all Student AccessPlus audits. Advisers have all information. **Have you notified Deanna of any advisers who have left the university?** She can delete access to DARSWeb.

5) Stats have been distributed for 'All Requirements Met/All Requirements Not Met' end of 108 and beginning of F08 term. Any discussion?

Colleges expressed a desire to have the query showing all their students so they may see what is happening in each major. Deanna will split the query by college and send to each.

6) Exemptions have been set. Any major/minor combo that you find that is not legal; please let Deanna know so she can create the exemption for it. This is done on the DR screen. (an example is: AG ST major may not have a Fin minor or another way to say that is Business minors are specific for only business majors. All others may use G Bus minor.) This will help students to know what minors are available for their major. Anyone with DR access may view the exemptions using the BE function.

7) **Enough interest was shown to schedule an exceptions meeting in October. This will be held October 15 at 10:00 dependent upon room availability. This was changed to 1:30-2:30 due to room availability.**

Update from Exceptions meeting in August: Discussion centered around DARSWeb for students.

❖ Business indicated only business minors may be used with business college. Deanna has coded.
❖ Each college was asked for the turn around time for an exception and how we could better word our message to students as to what to expect once DARSWeb becomes widely used:

1. **Ag** - 3-4 mo/ start of next adv period, 2. **Dsn** - not present 3. **Engr** – end of current term,
4. **H Sci** – 2 weeks   5. **Bus** – 2 weeks,   6. **Las** – end of term,
7.. **V M** – 2 weeks

New wording was incorporated into the student's notification piece:

"Changes may not be reflected immediately. Please allow for processing time which may extend to at least the end of the current term due to volume of changes requested."

❖ We talked about how Jeremy is looking into e-reports for graduating senior run for fall if time permits.
❖ We also talked about a way to have the exceptions screen show the curr of the student on the perm rec and on the DR as often they are not the same. This would help staff entering exceptions to know what DPROG to use. Jeremy will look into this also.
❖ There were 11 in attendance to enjoy treats to celebrate DARSWeb live to students!

8) **Continued topics for discussion:**

❖ *Transfer credit comes into ISU as 0.0 crs when first taken at ISU. New TA process will address this. Due to DARS TA, this issue will be given to the transfer evaluation staff by Deanna/Laura at their next meeting.*
❖ *ISU Certifications and DARS: Registrar staff met to discuss the process needed for awarding a certification. Currently the Latin American Studies is the only identified certification we have. Work is in progress on developing the DARS piece and process. On agenda to RCC committee.*

9) Other:

Looking ahead:

Nov. 19, 2008	*10:00*	*114 Marston*
Jan. 21, 2009	*10:00*	*2200 Gerdin*
March 18, 2009	*10:00*	
May 20, 2009	*10:00*	
July, 15, 2009	*10:00*	
Sept. 16, 2009	*10:00*	

..
Respectfully Submitted,
Deanna Jordan

1) *Minutes: Minutes* from 5-21-08 meeting were approved as on the web:
http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html
 2) *Next meeting* will be at 10:00 a.m., September 17, in 2200 Gerdin
3) *We had 19 in attendance today.*
4) We *welcomed* <u>Laurie Fiegel</u>, *Honors administration director, and* <u>Suzanne Wirth</u>, *coding secretary from the HONORS Program. Much discussion followed as to how to better communicate honors codes between everyone. Honors Code: Presently when a code is entered into the ADIN SI/HP screen, it does NOT update the DR/US screen. Also, all colleges have the ability to update the HNR field on DR system which is cumbersome if it does not match the SI/HP entry.*
The following improvements were decided:

1) *Jeremy will connect the SI/HP field to automatically update DR/US field. The F code is the only code that will trigger the F code in the DR/US field. All other codes will not transfer.*
2) *Update ability will reside with the HONORS Program staff only to ensure continuity.*
3) *HONORS Program staff will be given access to DR/US screen for entry or removal of HON code for any second majors/degrees and viewing since SI/HP has only one field and DR/US has multiples. Deanna will ask Clare to provide this screen for Laurie, Suzanne, and Linda Young. Once this is done, Deanna will have a brief training for them.*
4) *A query of all F codes setting on a second major/degree field will be identified and provided to Honors staff for screening and clean up.*
5) *Colleges/graduation staff will notify Honors staff when a change needs done. Approved paperwork resides with Honors now and will continue to.*
6) *Deletion of any code will be done through HONORS staff with F codes for past seniors to be kept only on the DR/US screen when removed from SI/HP screen. This was decided to ensure correct audits run on students who have already received a degree.*
7) *Jeremy was asked to find the number of programs that connect to the SI/HP field to see if deleting this field would cause major problems. It is thought it would. Deleting this screen is low priority for ITS.*

5) Exceptions meeting: August 13 at 10:00. Enough interest was shown to schedule a meeting to discuss exceptions. Jeremy will book the room. Members were asked to submit topic suggestions to Deanna.

6) ITS Update*:*

❖ *As of July 1ˢᵗ, TRANSIT is now alive and doing well at ISU! If you have not yet experienced this new system for prospective transfer students, give it a look at::* **https://transit.iastate.edu/**

❖ *All new notations needed for all majors concerning transfer/career tech credit rules have been updated. If you notice an audit where total credits are not appearing correctly, please let Deanna know ASAP!*

❖ *DARSWeb for current students will be coming very soon. Testing is still in progress.*

❖ *E-report audits:*
Here is a sample of what an e-report looks like for a batch of audits:

We tabled any advancement to this piece until we have DARSWeb up and running for current students. It's hoped that eventually this will be used as storage for graduation final degrees.

Engineering is interested in using this for a senior run in the future. Paul indicated he could see that this would be very beneficial for advisers. Also, once students have access to the audit, they will be able to provide a copy to their advisor and eventually the paper will disappear.

8) College reports:
  ❖ Grad staff: Debbie provided a copy (below) of an LAS audit where ENGL waiver exception was in a format that could be adapted by all colleges. She was wondering if this could be standardized by all colleges. After discussion, it was left as a suggestion for others to follow, with each graduation evaluator indicating as long as they made it clear the credits were waived, that was the needed information.

```
OK    COMMUNICATION PROFICIENCY MET/LIBRARY REQUIREMENT MET
         ENGL 150 and 250 minimum grade C-,
         ENGL 302,305,309,or 314 minimum grade C-
      Appl'd   6.50 credits            2 sub-groups     4.00 GPA
    +  1) ENGL 150 and ENGL 250                    *
             NOTE: MR - ENGL 302 COMPLETES FC. BB
      F 06 ENGL  104    3.00 A T4   processed as: ENGL  150
    +  2) Must have a C- or better in ENGL 302, 305, 309, 314 or
             comparable extensive writing experience
             at ISU or elsewhere.
      F 07 ENGL  302    3.00 A
         3) LIB 160 (optional)
      F 06 LIB   160    0.50 S
```

*FC= Freshman composition
*BB= Initials of approver

  Ag: Mickie had no report
  Business: No one present from Business
  Design: Michelle had no report
  Engr: Roberta/Paul had no report
  H Sci: No one present from H SCI
  LAS: JoAnn had no report
  V M: Mindy had left as the meeting extended the hour
  ATH: Amber and Matt reported they were using DARSWeb regularly.

8) Continued topics for discussion:
  ❖ Transfer credit comes into ISU as 0.0 crs when first taken at ISU. New TA process will address this.
  ❖ ISU Certifications and DARS: Registrar staff met to discuss the process needed for awarding a certification. Currently the Latin American Studies is the only identified certification we have. Work is in progress on developing the DARS piece and process.

9) Other: Suzanne asked about the AS screen going away. She was reassured that this Admissions screen would not be leaving soon and would have something in its place when it did.

Looking ahead:
  Sept 17th   10:00 2200 Gerdin

IOWA STATE UNIVERSITY

Office of the Registrar
ISU Degree Audit Minutes

About redLatern
Client Web sites

ISU Degree Audit
Progress

Contacts
Laura Doering
Deanna Jordan

Links to Minutes 2007
Last updated 10/1/2008

Previous Year's Minutes

ISU Degree Audit Steering Committee Minutes 2008
05-21-08

1) *Minutes: Minutes* from 1-16-08 meeting are available on the web:

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

David Ross from Ag stated he believed we needed to come to a conclusion concerning pseudo names for the new catalog added to the minutes. After discussion, it was decided to move current pseudo names to the '09 catalog unless there was a specific new sub-requirement, then a new pseudo name would be assigned.

Here is the reference from January meeting:

If an existing sub is altered, either additional courses added or subtracted, leave the pseudo name the same? **YES**. For this example, because the course list in the sub has been altered, do we need to change the pseudo name? **NO;** What affect will it have on exceptions already done? **It will allow any approved exceptions to fall into the same area on a different catalog year.**

We agreed at the meeting today that the default should be to allow the pseudo code to remain the same so long as the changes to the existing sub primarily have to do with either expanding or reducing the sub-requirement's course list. If the sub-requirement is changed more fundamentally (i.e., the sub-requirement is changed from math 150 to math 181), then a new pseudo code should be used. If possible, the sub would be labeled as NEW on the returned sample form to assist the degree audit staff with implementation.

2) Introductions: none. We had 18 in attendance

3) *Next meeting* –10:00 a.m., July 16, at 302 Catt Hall

4) Exceptions meeting: After discussion, it was decided to have another exceptions meeting after summer orientation. With Jeremy busy with TRANSIT, it was decided to wait until the July steering committee meeting before setting a time.

Deanna introduced a new CW exceptions code for use in changing credits at the requirement level. LAS needs this for requirements which are written this way. Several other colleges expressed a need for this as well. Any MR or AD codes now in use do not need to be changed unless an error is showing in the audit somewhere else. If this is spotted, the MR or AD codes need to be changed to CW code. A helpful discussion followed as to when this should be used and alternate ways requirements may be written to eliminate credits at the requirement level and add credits at the sub level. If that is done, then an exception would be eliminated and less work would be needed.

5) **ITS Update***:*

Transfer credits update.

Notations for electives area have begun. Currently Business, Design, Engineering, and Agriculture should be seeing these messages on Transfer students for one year from entry term:

**TRANSFER COURSES LISTED BELOW MAY BE APPLIED TO

ABOVE DEGREE REQUIREMENTS AFTER REVIEW BY YOUR

DEPARTMENT. FOR ADDITIONAL INFORMATION CONTACT YOUR

ISU ACADEMIC ADVISOR OR DEPARTMENTAL OFFICE.**

If technical credits have been evaluated, this message will show:

Courses from Career and Technical area:

Maximum of 16.0 credits allowed

We still have the colleges of H SCI and LAS to program for the above. Also, there was discussion about how the transfer credits would be counted. Since we hope to have the transfer credits monitored in the total electives area, then the degree audit does not need to monitor, but it set to monitor unless tech credits are moved to another area. Then the monitoring becomes inaccurate.

The two colleges will be notified once programming is competed.

* E-report audits:

Here is a sample of what an e-report looks like for a batch of audits:

This could be an alternate way to receive batch degree audits.

Begin to think about this for you college.

Advantages:

a) Audits would be at the adviser's fingertips.

b) save paper.

c) In future, when students have access, no need to print. THIS IS COMING!

Disadvantages:

a) Learning curve for advisers

b) All advisers may not yet be using DARSWeb or have access

c) If printed, requires dept. paper

--Another alternative: provide only the names of the students in an e-report and let the adviser

run the audit in DARSWeb. This would give the most up to date report possible.

Discussion on the e-reports was very positive. We all see this as the future. There were questions to Jeremy about delivery of the e-report and he stated reports could be generated and sent to those who have a need. We don't see this coming for fall '09 since ITS has other commitments.

6) ISU Certifications and DARS: Registrar staff met to discuss the process needed for awarding a certification. Currently the Latin American Studies is the only identified certification we have. Work is in progress on developing the DARS piece and process.

We continue to be somewhat confused about the process of Certifications and how to proceed with it. Larry will find out what the process should be concerning addition of a notation to perm record and see if a code can be created for Deanna to use so an audit can be generated for this group. Ag announced they have approved two additional certifications which will be coming.

7) College reports:

Ag: Mickie reported the AG senior audits went very well this time and advisers seem to like them.

Business*:*

Design:

Engr: Roberta asked if splits could be addressed in the exceptions meeting. Since few use this, it was though doing this one on one might be the best way and for now Sheryl will continue to split as directed from the colleges.

Roberta also mentioned the English Proficiency for ENGR is changing.

Also, the new catalog will have the audit outline showing as the format of courses needed. This will be a big improvement over the current catalog format.

H Sci*:*

LAS: JoAnn mentioned she feel good about the audits after today's explanations.

V M: not in attendance

ATH: not in attendance

Grad staff: not in attendance

8) Future topics for discussion:

*   *Transfer credit comes into ISU as 0.0 crs when first taken at ISU. New TA process will address this.*

*   *Honors Code: ITS job to trigger email to Honors when curriculum is changed. A weekly query was also discussed. **Laurie Fiegel and Suzanne Wirth from HONORS have been invited to our July meeting to explain the needs of better connections between the systems used to monitor members.***

*   *Grad staff: Debbie would like to talk about the **ENGL waivers** done different ways by different colleges. Could this become more standardized? Debbie will bring examples to July meeting**.***

9) Other: Deanna asked the colleges when and how they would like to receive the '07 format for their majors so changes to the '09 may begin to be addressed. Engineering is now ready. All others thought as soon as the catalog was finalized would be a good time. We will work on getting samples to ENGR shortly.

Looking ahead:

July 16th   10:00 302 Catt Hall with guests

Sept 17th   10:00 2200 Gerdin

01-16-08

1) *Minutes:* One correction was noted on minutes from last November meeting. Deanna will change achieve to archive in Engr. section. The rest of the minutes were approved as written
http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html

2) *Introductions:* Paul Castleberry is the proud new father of a baby girl, Sela Paige. She is reported to be gaining weight well! Congratulations, Paul

3) *Next meeting* –10:00 a.m., March 26th at 2200 Gerdin

4) *Exceptions meeting:* It was decided to cancel the next exceptions meeting until further notice. We will discuss if another is needed in March.

5) *ITS Update:* Jeremy reported the TA modular of DARS continues to progress. Laura reported issues are being addressed and a long meeting is planned shortly with the team to discuss topics that need to action such as AA degrees and automatic waiving of gen eds in some majors.

6) *College reports:*

Ag: David:

- The info file does not always appear correct on the audits for transfer students if the student has changed entry term or curriculum. Jeremy thought this was due to the admissions files and how they are being loaded. He will discuss with Admissions.
- Advisers have requested the DARSweb default to the expanded view instead of the shortened view as it does now. All seemed to agree that this is desired. Jeremy will address this. (completed 1-16-08).
- It was asked if students will be knowledgeable enough with TA on the WEB to pick curricula that spans two colleges like BioIA and Biol majors. Laura said this would be address with the TA team.

Business: Lee stated their college is receiving many request for students to view their audits from the web. This piece continues to be a work in progress, but Lee would like to see it up and going and not waiting for TA to come up.

Design:

Engr:

H Sci:

LAS:

V M:

ATH:

GRAD AREA:

- Debbie reminded everyone that the grad run is the 22nd, with delivery to colleges on the 23rd. The new procedure will be to review all the audits that are showing as OK first, leaving the ones showing

NOT ALL REQ. MET until Feb. 15th. After this date, they will begin rerunning this group and identifying problem students. This will hopefully give staff time to get exceptions completed for this group and cause less duplicate work for grad staff.

- Colored paper for this run was discussed. It was decided to put this on pink paper to help identify this group of students. (After the meeting, it was decided to table this for this run due to lack of dollar information on cost of colored paper. More information is needed and there is not enough time for the decision to be made for this run.)

7) Pseudo name changes: (see below)

Due to the exceptions meeting put on hold, this was discussed. The group agreed the exceptions could flow from catalog to catalog and the DARS staff will attempt to help this happen for the '09 catalog. Any areas with lots of past exceptions may be revisited if Deanna or Sheryl is notified. We can add the past pseudo name to the '07 catalog to avoid college staff having to do multiple adjustments to exceptions.

8) Moving the Honors requirement: Feedback from colleges have indicated that the placement of the Honors requirement is not a high priority, but that if moved, all majors should be moved to keep audit continuity. We will at this time, not move the Honors piece.

LAS: this college needs the HONORS piece to fall lower due to the way courses are flowing, not for the look of the audit.

BUS: this college is only concerned about the look of the audit.

- It was decided to take a look at LAS flow of courses for the past catalogs and see if we can move HONORS after minors on the '09 catalog for everyone.
- Deanna made an adjustment to LAS that should have helped with the flow on minors on their programs.
- Per graduation staff, this has helped.

9) Future topics for discussion:

1. *Transfer credit comes into ISU as 0.0 crs when first taken at ISU. New TA process will address this.*
2. *Honors Code: ITS job to trigger email to Honors when curriculum is changed. A weekly query was also discussed.*

10) Other:

Looking ahead:

Feb 20th   10:00 exception training -cancelled

March 26th   10:00 2200 Gerdin (after spring break)

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.

Deanna was told to add Sarah Frette's (LAS) name back to the Steering Committee list of members. (done 1-18-08)

- She was also asked to add Katherine Lyons (ENGR) back to the list. (done 1-17-08)

Pseudo names 01-16-08

We will NOT be retroactively changing any pseudo names unless you email us with a specific sub/requirement that you would like changed. We will be accommodating if you have a specific need and reason.

 Pseudo name changes: With the '07 catalog, when a requirement was changed, we sometimes changed the pseudo name as well. I believe we need to now evaluate this step for the future to see how this should be done to eliminate as many exception problems as we can when a student jumps catalogs.

        a) From feedback from staff doing exceptions, it sounds like it's ok for an exception done on a past catalog to be allowed automatically on a new catalog.

        Is this ok?_____

        If yes, for the '09 catalog, can we state:

        If the *subs* on the requirement do not change, then the pseudo names may remain the **same**. example: ('09 rules could allow this example to show same pseudo names since the sub did not change Something changed for '07, but it was not these subs showing..)
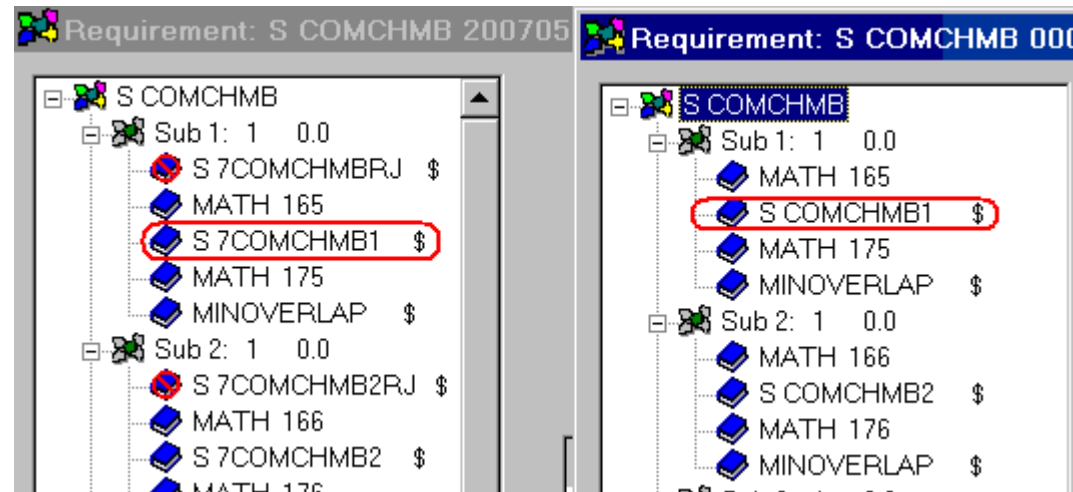
    b) If an additional *sub* is added, **only the added sub** gets a new pseudo name.

        example: ('09 rules, only the new pseudo name would be attached to the additional sub #4. No renumbering would be done. The new sub would acquire a name like A 7xxxx8, even though it does not fall in that order.

c) If a sub is taken away, no change would be done to pseudo names on remaining subs.

d) : If an existing sub is altered, either additional **courses added** or **subtracted,** leave the pseudo name the same??_____ example: (For this example, because the **course list in the sub has been altered**, do we need to change the pseudo name? What affect will it have on exceptions already done?)

Requirement: A MATOSTI 200705

- CHEM 177# &
- CHEM 177L
- CHEM 177P &
- CHEM 177Q
- CHEM 163P &
- CHEM 163Q
- CHEM 167# &
- CHEM 167L
- CHEM 167P &
- CHEM 167Q
- CHEM 165# &
- CHEM 167L
- MINOVERLAP $

Sub 4: 2   0.0
- PHYS 111
- PHYS 112
- A 7MATOSTI4 $
- MINOVERLAP $

Sub 5: 0   6.0
- A 7MOTOSTI5RJ $
- NREM 120
- BIOL 101
- BIOL 155
- BIOL 173
- BIOL 211#
- BBMB 221
- A 7MATOSTI5 $
- MINOVERLAP $

Requirement: A MATOSTI 200505

- CHEM 177P &
- CHEM 177Q
- CHEM 163P &
- CHEM 163Q
- CHEM 167# &
- CHEM 167L
- CHEM 167P &
- CHEM 167Q
- CHEM 165# &
- CHEM 167L
- MINOVERLAP $

Sub 4: 1   0.0
- PHYS 106
- PHYS 111
- PHYS 221
- D 5MATIT4 $
- MINOVERLAP $

Sub 5: 1   0.0
- BIOL 101
- BIOL 221#
- A 5MATBIS7 $
- MINOVERLAP $

Sub 6: 1   0.0
- NREM 120
- BIOL 173
- BBMB 221
- A 5MATBSI8 $
- MINOVERLAP $