

DARS Steering Committee Agenda

11-18-09

- **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. **Big Run:** 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. **Senior Run in January:** 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

11-18-09

- 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.

Looking ahead:

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

DARS Steering Committee: 11-18-09

Minutes DARS Steering Committee

9-16-09

Welcome Fall 2009!

- **Minutes:** May minutes were approved with one correction from Roberta on the use of *that* when *than* should be used. Deanna will make the correction.
<http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html>
Today's meeting was in Room 142, Curtiss; access is through Room 130-Ag Admin area. Thanks, Ag for the use of this beautiful room. 20 members were present.
- **Introductions:** Sarah Wilson from Business as introduced, with Tina Prouty mentioned as the new staff in engineering who was not able to attend. Deanna will add both to list of invited members.
- **ITS Update:**
 - **Carol/Tuan:** Carol talked about IT's role in implementing DARS TA to Perm Record. We have moved 600 transfer students from DARS TA to Perm Record with the rest to come once we are sure everything is working as it should (Wednesday evening). This is a big project and is being received well by all. She also touched briefly on plans to attach e-reports to adviser's AccessPlus with the most current batch audit a click away. Once this is available and accepted by staff, the Registrar's office hopes to completely delete hard copy distribution of the senior and big run and have batch e-report delivery.
Further discussion relayed it would be nice to know which audit was linked and viewable through the e-report. Could we have the date at the top in a bigger print? Also, Carol shared only batch audits, not individually run audits, would be linked. Once a test is available, more information can be shared.
 - There is an RCC subcommittee with reps from each college called the *Save A Tree committee* working on a proposal for an online degree audit adjustment routing system. Colleges want this system implemented before eliminating paper audits.
 - **Senior Run/Big Run**
It was decided colleges need only one copy of the degree audit for the big run and senior run, except for business college who is now *paperless*. This is great news. The Registrar's office hopes other colleges will follow once the system is set for the batch e-reports.
- **College reports: Feedback from your constituents:**
 - Ag:** As with Business, David also thought there were too many clicks to get an audit run from DARSWeb. They would like the process streamlined. The batch audit e-reports will be an education piece they need to follow through with for advisers.
 - Business:** An email from Lee states: I think they are working great!
I'd still like to see a shorter path to WEB DARS. Could the connection to DARS (Student Selection) be a TAB, or even a link on the Faculty/Advisor page. That would cut out a few steps.
Deborah also indicated the time out of the AccessPlus page is set too short. Tuan will route the times currently set to Deanna and she will send to Kathy Jones for her input.
This was done the afternoon after the meeting: [60 minutes for Faculty/Adviser](#), [20 minutes for Students](#). [An email to Kathy was sent this afternoon.](#)
 - Design:** Michelle was back and looking well. We are glad she is now on the mend and doing so well! She indicated her college is using the web most of the time and prints audit from their desks.
 - Engr:** Engineering states that this college loves their paper! Education to the paperless method is needed.
 - H Sci.:** This college had nothing to report so all is going well.
 - LAS:** What-if audits are working great but they would like to add ability to run second majors to the what-if's.
 - '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 9-9-09dj

Minutes DARS Steering Committee

9-16-09

Jane continues to see this as an issue. Deanna is willing to take a look at rewriting the top Totals Credit Area. She emailed an example of the way PSYCH has theirs set. Each college was asked to submit a new view of how this area could be changed across the university.

VM: Not in attendance

ATH: Not in attendance

Graduation Area: Debbie stated LAS and Design are working very well and finds her job is much easier due to earlier exceptions to the audits by advisers. She stated their area uses the Needs line of the summary to do their graduation checks.

- Transfer courses approved for use in audit requirements besides electives:
This is similar to IP/Diver process.
 - Who approves – what signatures are needed? Colleges have long lists of courses from specific schools that can be used in subs on different programs. After discussion, this sounds like a big job. Deanna explained the information she needs to set code to allow TR courses to move and asked everyone to take a look at the TA in DARS available to them.
 - How to inform DARS Staff area? Electronic form—*see sample*
- **Other: Issues briefly mentioned at the end of meeting were:**
 - Interactive Audit,**
 - Exception processing through DARS,**
 - DARS to Catalog text placement**
 - Archiving graduation audits**
- Deanna reminded everyone that web links can be imbedded into sub and become active links on the audit. This would be very helpful to students at registration time.
- Minors booklet - Colleges agreed this booklet is still in use. We distribute once all minors are loaded for '09 catalog.

Update on loading '09 catalog/major: As we are able, we are trying to finish up loading of the '09 catalog.

- **Continued topics for discussion:**
 - ❖ *Archiving graduation degree audit. Where are we on this? (no progress) Once the Perm Record/Transfer courses is underway –Carol may touch on this today.*

Looking ahead:

Please let Deanna know if you have a room we may use. Thanks!

Nov. 18, 2009 @10:00 location TBA

Jan. 20, 2010 @10:00 location TBA Room 142 Curtiss, access through Room 130-Ag admin area.

March 17, 2010 @10:00 location TBA

May 19, 2010 @10:00 location TBA

Sept. 15, 2010 @10:00 location TBA

DARS Steering Committee Minutes

5-20-09

1. **Minutes:** *Minutes* from 03-18-09 were not read by many. Any changes may be submitted to Deanna. Unless feedback, these will stand as approved.
<http://www.iastate.edu/~registrar/dars/minutes/darsminutes.html>

Next meeting – July 15, 2009 After a brief discussion, it was decided to cancel the July meeting. Thank you, Roberta, for offering a space.

2. **Introductions:** Jennifer Owens from LAS who was standing in for Jane Jacobson today was introduced. We had 14 in attendance.
3. **ITS Update:**
 - o Dennis McCarville from ITS update on progress toward having audits available to advisors on line on the student page of AccessPlus or by e-reports. Discussion concerning how this would look for advisors followed. The plan is to have an icon by each student to indicate those graduating (grad run) and those who intend to graduate the future term (blue audits, bit run), and all others (white audits, big run). Colleges also indicated they would like to have the audits run for graduating seniors after grades are posted (new run for them). At this time, there is no plan to connect the batch audits to the student's records as they can run the most current audit from their computer. This gives them a better picture that the batch which becomes outdated fast.
 - o New TA in DARS to Perm Rec conversion – be aware this is happening! This is the new process where all newly evaluated course work done in the new TA system will be transferred to the Perm Record. The look of the Perm Record will stay the same, but if you find something on the Perm Record that does not look accurate, please notify Amita Dayal, Records area of the issue. (adayal@iastate.edu)
4. **College reports:**

Ag:

 - Totals By Term Calcs were added to all AG majors 3-25-09 (see minutes from last meeting for example) No advisor feedback was reported.
 - Mickie brought up the expired catalog students who intend to graduate F09(on 03 catalog). Deanna had notified college with students in this situation that she is aware of that the catalog would be continued in DARS and would not be stopped beginning of F09. If others have students in this situation, let Deanna know.
 - AG advisors and students have complained about the complexity of running a WEB audit. Carol explained they were limited in what they could do since it is purchased software.
 - Courses are moving around on the audit after additional courses are taken. Deanna will look into ways to lock the audit for certain pieces. (In a Webinar about the grouping feature, viewed on Wednesday afternoon, the subject of locking courses in one type of requirement was addressed. Deanna will attempt to find out more at the conference in July.)

Business: No report
Design: Not present

 - A get well card was passed around for our signatures to send to Michelle. We all miss her and hope for her quick recovery.

Engr:

 - Totals by Term Calcs were added to all ENGR majors 3-24-09 (see minutes from last meeting for example) No feedback from advisors was reported.

H Sci.:

 - Jeanne had a question about Honors piece not picking up the >H courses. After Deanna looked into this, it was discovered the course in question was not one in the programmed list.

LAS:

 - LAS (Jane) was asked to take the issue of the NEEDS line in the summary line of the Totals Toward Degree requirement to their advisers to get a clear consensus before changes were made to their totals in case there were advisers using this NEEDS line. Below is the area in debate:

DARS Steering Committee Minutes

5-20-09

=====

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.

NO -----TOTAL APPLIED CREDITS -----

Appl'd 104.00 credits

IN-P... 14.00 credits

--> Needs 2.00 credits

TOTAL TWO YEAR TRANSFER CREDITS

MAXIMUM 65.0 crs. added to above Appl'd crs

MAXIMUM 16.0 Career/Tech crs. added to above Appl'd crs

6.00 credits added

TOTAL ISU/FOUR YR COLLEGE CREDITS

98.00 credits added

IN-P... 14.00 credits

=====

Jane was not present. Deanna has changed Psych major, but no others at this time.

- JoAnn asked about the WLC pieces and connections needed for F09. Carol and Deanna indicated they are aware more work needs done. JoAnn asked that the code for the designator remain the same to avoid confusion in DR entry.
- Also mentioned was the INDIS major that now has several options written as programs, but not in use by Admissions. Deanna and Carol will look into this.

VM: Not present

ATH: Not present

5. **Newly evaluated TA** (Summer '09 or later ONLY) courses will show automatic IP/Diver rules on the student's DA only if evaluated AFTER coding was done in DARS. (*colleges were notified by email on 4-23-09*).

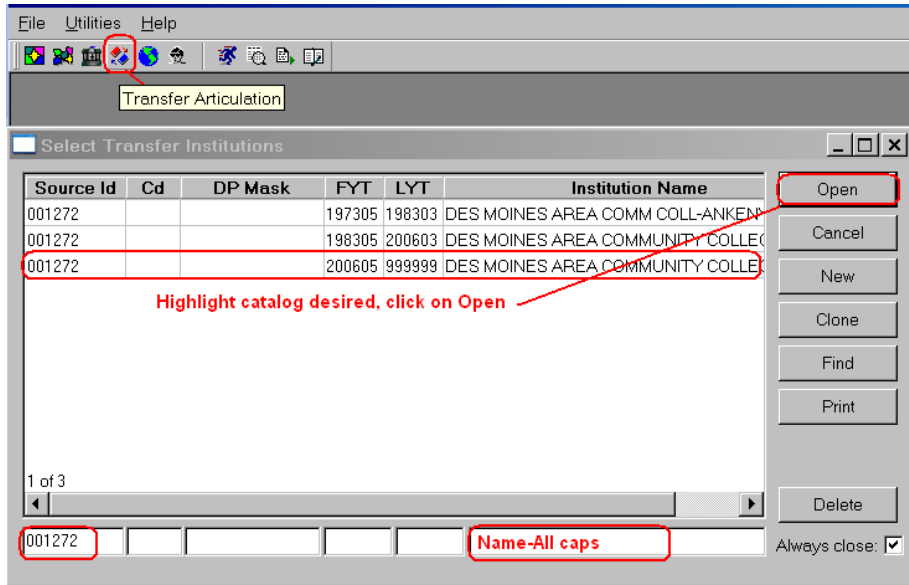
This is only for transfer work evaluated in DARS –not the old system!! Be aware, you may see an evaluated course from the new TA that is not working. It is because the work was evaluated **before** the coding was added (or it's on a student who had work evaluated in the old system. Those who have the DARS on their desk top (not using AccessPlus, but are using the actual DARS program), may check for alternate identity within the system using the following steps.

Steps to find coding on a TR course when it can be automatic:

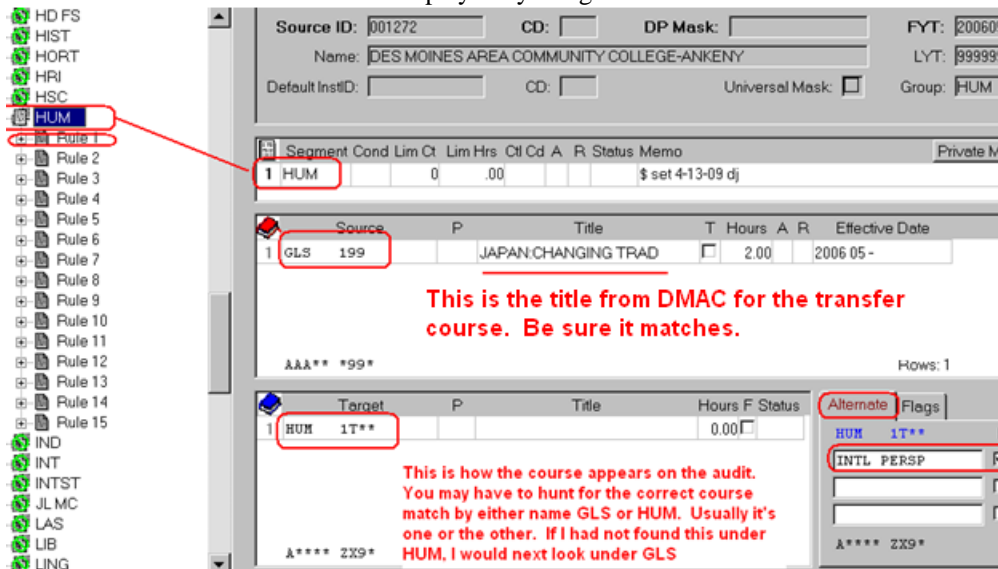
- Click on the red/blue icon labeled Transfer Articulation – this is where the rules are stored for each course.
- Next type in either the Source ID, if known, or name of the institution –all caps
This brings up all the rules for that institution (be sure to select the correct year the course was taken from the school if multiple catalogs are showing.

DARS Steering Committee Minutes

5-20-09



- Now the rules are displayed by designator:



- The Alternate tab showing INTL PERSP with Pseudo name checked is what is needed for this to be automatically placed into the INTERNATIONAL PERSPECTIVE requirement on the audit. If it is not showing, the evaluation may have been done by Admissions BEFORE the code was entered by Registrar. These few students may be reevaluated by the *Admissions staff* – email *Mary Dubberke* at medubbe@iastate.edu.
- If you don't find a pseudo name in the Alternate field, it may not have been approved yet. The approval form must be submitted to **Char Hulsebus** in the **Registrar's Office** who will update the web pages and route to Deanna who then adds the code to DARS TA system.

6. Transfer courses approved for use in audit requirements besides electives:

This is similar to IP/Diver process. We need to develop the approval process for additional courses outside of IP/Diver to have coding added to TA rules that will allow other specific TR courses to fill sub-requirements due to approval granted.

- Who approves – what signatures are needed?
- How to inform DARS Staff area? Electronic form—*see sample*
This form was passed out at the end of the meeting with discussion to occur at the next meeting in September.

DARS Steering Committee Minutes

5-20-09

7. *Other:*

Minors booklet - The colleges agreed this booklet is still in use. We will update for '09 majors.

Three staff are going to redLatern Convention in Indianapolis, Indiana, in June – Mary Dubberke from Admissions, Tuan from ITS, and Deanna from Registrar's Office.

Update on loading '09 catalog/major (these are approximate numbers):

<i>College</i>	<i>Majors</i>	<i>OK'ed</i>
<i>AG</i>	<i>31</i>	<i>7</i>
<i>BUS</i>	<i>11</i>	<i>11(includes +mjs)</i>
<i>DSN</i>	<i>10</i>	<i>4</i>
<i>ENGR</i>	<i>13</i>	<i>1(new one)</i>
<i>H SCI</i>	<i>30</i>	<i>17</i>
<i>LAS</i>	<i>124</i>	<i>69(includes +mjs)</i>

8. **Continued topics for discussion:**

- ❖ *Archiving graduation degree audit. Where are we on this? (no progress) Once the Perm Record/Transfer courses is underway, I hope we can get back to this topic.*

Looking ahead:

Sept. 16, 2009 10:00 Room 8 Curtiss Hall

Nov. 18, 2009

Jan. 20, 2010

March 17, 2010

May 19, 2010

Sept. 15, 2010

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DARS Steering Committee: 05-20-09

DARS Steering Committee Agenda

3-09

1) **Minutes:** Minutes from 01-21-09 meeting were approved as stated on the web

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

Next meeting – May 20, 2009 10:00 302 Catt Hall

2) **Introductions:** No introductions were needed. We had 11 in attendance.

3) **College reports:**

Ag: Deanna explained a new requirement she had set up for the AG College to catch any courses where credits had disappeared due to an enforcement of a rule. She will email all showing the situation and the solution. If other colleges feel they would like this feature, we can begin adding it to the '09 audits.

Business: Business has approved all their majors for the '09 catalog. If desired, they may pick a date to have these become active to assist with summer orientation. This would be the first time this would be available to any student this early! Congratulations, Business College on your forward progress!

Design: No one in attendance

Engr: Engineering would like all their majors to have the **Totals by term** piece showing below installed on their degree audits. Deanna will notify them when this has been accomplished.

H Sci: No one in attendance

LAS: Com S and Hist have added a requirement to their DA's that will show past term totals/GPA by term. If others are interested, let Deanna know. Here is a sample of how this appears:

```

OK      TOTALS BY TERM--Degree Audit Calculations
Top/Down with most CURRENT term at the TOP
F 1997
( 4.00 credits added) 1 course added
      4.00 credits attempted   12.00 points   3.00 GPA
F 1996
( 17.00 credits added) 4 courses added
      17.00 credits attempted   65.03 points   3.82 GPA
SU1996
( 2.00 credits added) 1 course added
      2.00 credits attempted    8.00 points   4.00 GPA
S 1996
( 6.00 credits added) 2 courses added
      6.00 credits attempted   23.01 points   3.83 GPA
    
```

Be aware this adds more length to the audit.

LAS has asked to have the **'Needs'** statement removed from all their majors due to lack of students/advisers understanding that at times more is needed besides what is listed in the totals.

Jane will email examples for Deanna and she will explain the situation and ask if all majors need to address this.

VM: No one in attendance

ATH: No one in attendance

4) **ITS Update:**

From Carol: There is a place on the e-reports to add a memo to each student's audit. This may be a helpful tool to investigate in routing adjustments from advisers to classification offices. I think this may have been addressed at RCC meeting also.

	University ID [↑] [↓]	Student Name [↑] [↓]	Degree Program [↑] [↓]	Catalog Year (ex: CCYY) [↑] [↓]	Advisor [↑] [↓]	Advisor 2 [↑] [↓]	Report Date [↑] [↓]	Notes
1 <input type="checkbox"/>	001159158		A A ECL B	2007	BURNETT JOHN M		10/02/2008	Add View
2 <input type="checkbox"/>	001709708		A A ECL B	2007	BURNETT JOHN M		10/02/2008	Add View
		WHITSMAN LOGAN						Add

The e-report notes message was discussed. It was thought if the color of the student's line could change if a note was added; this would help alert classification offices of changes. Colleges will also be meeting to see if another routing system could be implemented.

7) **Other:**

- Deanna has a query in place that can show a college what exceptions are being done. There is a lot of information included that colleges can then sort as desired to assist in helping them find problem areas on an audit and attempt to find solutions where programming can take the place of exceptions. Las and business express an interest in this query and Deanna will supply as time permits.

DARS Steering Committee Agenda

3-09

- **Update on loading '09 catalog/major:**

College	Majors	Loaded	OK'ed
AG	31	11	3
BUS	11	11	11(includes +mjs)
DSN	10	6	4
ENGR	13	1	1(new one)
H SCI	30	20	3
LAS	124	44	12(includes +mjs)

7) Continued topics for discussion:

- ❖ *Archiving graduation degree audit. Where are we on this? (no progress)*
- ❖ *Marking IP and Diver transfer courses in the new TA piece so approved courses will appear on the audit and eliminate the need for exceptions*
Deanna is in the process of putting together the process. . **Approval has been granted to move ahead on this as time permits.** It was reported that progress has been made and courses will soon become coded as time permits. Also, it was noted to be thinking about what other transfer courses may be coded to specific areas as needed in the future.
- ❖ *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.. **Deanna will now remove this from future agendas.***
- ❖ *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. **Deanna will now remove this from future agendas***
- ❖ *The exceptions meetings item has now also been deleted from future agendas knowing it may be brought back at any time if there is a need.*

Looking ahead:

May 20, 2009 10:00 302 Catt Hall

July, 15, 2009 10:00

Sept. 16, 2009 10:00 Room 8 Curtiss Hall

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DARS Steering Committee: 03-18-09

Minutes DARS Steering Committee

01-21-09

1) **Minutes:** Minutes from 11-19-08 were approved as on the web:

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

Next meeting – March 18, 2009 10:00 2200 Gerdin

Please check the dates listed below and email me with availability-I will do up to two meeting per college location.

2) **Introductions:** None. We had 16 in attendance

3) **College reports:**

Ag: David asked if progress had been made on the admissions and registrar's files with incoming students where the audits shows old information concerning major/catalog/entry term and the e-report shows the new info. He also asked about the position of pseudo names with requirements. Deanna responded that work needing done by ITS was on hold until the TA courses to perm record project was completed. Pseudo name positions will not be moved.

Business: Archiving graduation degree audit. Where are we on this?(Lee-phone call 9-23-08dj) Still on hold. It's on the project list for ITS.

Design:

Engr: Paul reiterated the 0.0 crs TA was becoming a bigger problem with his college all the time. Deanna replied it would go away with the new articulation due to these courses would be coming in with credits.

H Sci.:

LAS: From November meeting: 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 has submitted this piece to LAS and is waiting for a response. Jane reported the piece I submitted was helpful, but it was missing the cum gpa shown as the terms progress. The old system would show the summary lines pulled from the perm record while Deanna's piece shows DARS calculations. She will take another look at this, but thinks this could be something ITS would need to assist with.

JoAnn asked about the WLC major and coding in place to connect individual languages with correct DA. We know Admissions has given each language a code, but nothing has been done on the DA side to connect this code to an audit. This takes ITS assistance. Deanna will be sure it's on the ITS list.

VM: No representation today.

ATH:

4) **ITS Update:** ITS staff was not present today, but Carol had reported the project at the top of the list was TA to perm rec. conversion that needs done ASAP.

7) **Exceptions meeting:** Do we want to set up a time for another one of these meetings or table future meeting for now? It was decided to hold any future meeting for now.

8) **Continued topics for discussion:**

- ❖ *Marking IP and Diver transfer courses in the new TA piece so approved courses will appear on the audit and eliminate the need for exceptions..*
Deanna is in the process of putting together the process.
- ❖ *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:** We will be updating the DARS system with changed course designator/numbers shortly. This is so the audits for spring registration reflects the courses as they will be offered in the fall. Please be aware, the summer students may see these new numbers as well, but actually will need the old numbers for summer courses.

After the meeting Jeanne mentioned they only need one copy of senior audits. Deanna will ask everyone what is needed, then be sure to sort the Fall senior audits by the way desired.

Respectfully submitted,
Deanna Jordan

Looking ahead:

Minutes DARS Steering Committee

01-21-09

March 18, 2009 10:00 2200 Gerdin

May 20, 2009 10:00 302 Catt Hall

July, 15, 2009 10:00

Sept. 16, 2009 10:00 Room 8 Curtiss Hall

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DARS Steering Committee: 01-21-09