

Minutes DARS Steering Committee

9-15-10

1. **Minutes:** 05-19-10 minutes are on the web and were approved as written by group.
www.public.iastate.edu/~registar/dars/minutes/daarsminutes.html
2. **Introductions:** We had 15 members in attendance with Teresa Kahler from Education Licensure being introduced to the group. She has taken Linda Riendl's position due to her retirement.
3. It was agreed to have 311 ESC become our permanent meeting location with the next meeting to occur on February 16, 2011 from 10:00-11:00.
4. **ITS Update:**
Dennis/Carol: F10 transfer student's work is now on the Perm Record. Around 4,000 transfer records came over to the permanent record with few errors. Dennis is working on fixing the problems that did show. For this term, the records will now move every two weeks.
5. One year catalog? Who is ready for '11 catalog loading? Colleges have until January for final approval of the 2011 catalog. Deanna indicated she is ready to begin loading any major that appears to be ready. If she waits until January, all majors may not get loaded. We are hoping to start sooner so new freshman for F11 can run audits at orientation.
 - David asked about the process of communication with departments and using Adobe Reader with the ability to edit. Paul Castleberry investigated this and found a website explaining how to do this. Deanna will see if she can apply this to the PDF files when she begins routing to help departments that may not have Adobe Professional.
 - Several questions concerning catalog printing were deferred to Char in the catalog editing department. Laura indicated we have now gotten the ok to purchase Leapfrog, a catalog editing system located in Iowa City, Iowa.

6. Programming update:
Totals area update: Another idea has been suggested this summer where we could show an additional message ONLY for **transfer students**:

```
BACHELOR'S DEGREE IN THIS MAJOR REQUIRES:
---COMPLETION OF ALL SPECIFIC COURSE REQUIREMENTS LISTED BELOW.
---2.00 MINIMUM CUMULATIVE GRADE POINT AVERAGE.
---128.0 MINIMUM CREDITS - Only 65.0 crs from a two year
      institution may apply toward degree program
      which may include up to 16.0 Career/Tech crs.
      9.0 P-NP crs of free electives may apply.
-----
IP      -----TOTAL APPLIED CREDITS ----- -test new wording
      Appl'd 174.00 credits
IN-P...      12.00 credits
      TWO YEAR TRANSFER CREDITS APPLIED
      60.00 credits added

      ISU/FOUR YEAR COLLEGE CREDITS APPLIED
      50.00 credits added
IN-P...      12.00 credits
*****
TRANSFER STUDENT:
*****
*All requirements listed below must be met. This
may necessitate that some student take more than
the 128.0 minimum credits required for the degree.
```

If not a transfer, this would appear:

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```

BACHELOR'S DEGREE IN THIS MAJOR REQUIRES:
---COMPLETION OF ALL SPECIFIC COURSE REQUIREMENTS LISTED BELOW.
---2.00 MINIMUM CUMULATIVE GRADE POINT AVERAGE.
---128.0 MINIMUM CREDITS - Only 65.0 crs from a two year
      institution may apply toward degree program
      which may include up to 16.0 Career/Tech crs.
      9.0 P-NP crs of free electives may apply.
-----
IP      -----TOTAL APPLIED CREDITS -----  -test new wording
      Appl'd 174.50 credits
IN-P...      13.00 credits

      ISU/FOUR YEAR COLLEGE CREDITS APPLIED
      174.50 credits added
IN-P...      13.00 credits
=====
    
```

LAS Totals.

'NEEDS' line in the summary line of the *Totals Toward Degree* requirement: The text section of the TOTALS area for LAS majors has now been adjusted to the following:

```

Bachelor's Degree in this Major Requires:
  1) Completion of all requirements listed below
      AND
  2) A MINIMUM of 120.0 crs. At least 55.0 crs must be
      earned at a four-year instituion. A maximum of 16.0
      technical crs are allowed. A maximum of
      9.0 P-NP crs of free electives may apply.
      AND
  3) A 2.00 minimum ISU cumulative Grade Point Average.
=====
NO      -----TOTAL APPLIED CREDITS -----
      Appl'd 107.00 credits
IN-P...      12.00 credits
--> Needs      1.00 credit

      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
      57.00 credits added

      TOTAL ISU/FOUR YR COLLEGE CREDITS
      50.00 credits added
IN-P...      12.00 credits
    
```

If others are interested in text change like the above examples, please let Deanna know via e-mail. Be sure to list specific major/catalog where you would like the changes done.

7. **65 credit waivers:** This seldom happens, but once in awhile a student will be granted permission to allow more than 65.0 crs of TR work to count toward their total degree credits:
 - With new TA in place, we would like to introduce a new procedure of **routing** for this:
 - a) When an approved waiver is first in the classification office, the college puts a memo (MN exception) on the DAR audit, similar to the 32.0 cr waiver memo.
 - b) Next, the form is routed to Amita, in records, for addition of a memo to the students perm record.
 - c) After Amita updates the PR, she routes the form to Deanna, in degree audits.
 - d) Deanna add the adjustment to the degree audit with an exception allowing the extra credits to show on the audit.

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Deanna has 1 waiver of this to do and Laura indicated she had maybe seen two in her lifetime, so this is not a major issue, but worth an update of the process since Admissions Office no longer needs to be involved.

8. *College reports:*

- **Ag:**
- **Business:**
- **Design:** Not represented
- **Engr:**
- **H Sci.:** Cindy Frederickson has requested an e-report list of all KIN seniors showing the static audit, similar to what college level get now. LAS has a need for this also. Carol indicated that she knows what is needed at the adviser level and it's just a matter of prioritizing jobs at this point.
- **LAS:** Not represented, but Deanna shared an email from Sarah: [LAS has questions about the electronic audits and where we are at with that. Timeline for cataloging and how other departments send their catalog information \(hard copy or Adobe Professional\).](#) (See discussion under #5 above).
- **Vet Med:**
- **ATH:** Not represented

9. Report from redLatern Conference in June at Washington D.C., if time permits:

- ISU needs to upgrade DARS Cobol to Java. Right now we are waiting for the release of the DB2 conversion piece from Ohio.
- Helpful encoding suggestions for TA and DARS were provided to those in attendance which were Dennis from IT, Mary D. from Admissions, and Deanna from Registrar's Office.

10. **Other:** David brought up the subject of minors and how to better get them to work in DARS. His suggestion was to have the minors in DARS as written in the catalog, then to have another minor from the same department written as a generic minor (or POS) where courses could be added specific to what a form states. This would require an exception, but it was thought it would work better than current minors are working. Laura indicated this was part of the discussion with the new graduation process that is being developed. Deanna added that if transfer courses specific to minors from specific schools could be coded, this may also help with minor processing. This is the project listed below in Pending issues.

11. **Pending issues:**

Transfer courses approved for use in audit requirements besides electives to be coded in DARS TA for automatic processing: Pending issue from January 2010 meeting. This is at the top of the priority list for IT.

Looking ahead:

February 16, 2011 @10:00 location 311 ESC

Minutes DARS Steering Committee

5-19-10

1. **Minutes:** 01-20-10 minutes were approved with an adjustment to the header from Agenda to Minutes. This was done by Deanna. Also, the web site for the minutes was corrected to:

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

2. **Introductions:** Today we celebrated Paul Castleberry's new baby boy, Nolan. Also, we recognized Linda Riendl and Sheryl Soden as soon to be retiring members. Linda's last day is June 30 and Sheryl's is July 30th. They will be missed. New faces to our group were Tina Prouty (ENGR), Elizabeth Zimmerman (LAS), and Diane Bengtson (Admissions). Welcome!

3. **ITS Update:**

Dennis reported that senior degree audits are now archived in an e-report for college offices to view. The final senior run for S10 will be July 29th, just before the diploma file for S10 is deleted. Discussion followed concerning the importance of having "all requirements met" showing on these. Because this is not an official document, the consensus was that this was not vital. Time is not available to make these look ok and graduation keeps the backup for those approved to graduate without the audit showing complete. Statistics will continue to be kept on the runs and colleges notified of how they are doing to ensure we are all moving in the right direction.

Exceptions routing by email: Laura Doering stated that per Kathy Jones, Registrar, it is now ok to begin routing exceptions to audits by email due to the secure environment. She will be routing a notation to add to the top of your emails similar to:

CONFIDENTIAL INFORMATION: Do not forward this e-mail to an e-mail address unless it is part of the Iowa State University system (.iastate.edu). Doing so may compromise the security of this e-mail. Thank You.

Laura asked if colleges still using paper have attempted to get advisers to go paperless. AG stated they are not willing to fight that battle right now.

Another issue to come up again was the number of extra clicks it takes to run an audit through AccessPlus. Deanna stated she will write this one up and see if she can find out anything new at the redLatern annual conference in June. Dennis, Mary Dubberke (Admission), and Deanna will be attending this in Washington D.C. this year. This issue is now registered request DWB-467 in the redLatern support center. Here is the message and reply:

Message: Too many click to web audits 5-20-10

In our attempt to become paperless and use web audits exclusively, one reoccurring comment is that it takes too many 'clicks' to get to the audit. I'm attaching the screens in order by click and have labeled the ones we would like to bypass. If this is possible, we need help to know how to do this. Or if this is our systems problems, we would like to also know that. Or if an upgrade would accomplish this easier, we need to also know that! I know this is a tech question, but we are short of tech support right now so I'm trying to help if I can. Thanks!

Deanna

Reply 5-20-10

Deanna,

This seems like a reasonable request. I'm not yet sure what's involved in the change, and whether it would require a change to DARSweb specifically. We'll look into whether it's possible to jump in to a different page first.

Dale

4. We have only two colleges now requesting hard copy senior audits, AG and Engr. All colleges are encouraged to move toward paperless audits and routing of exceptions through email.

5. It was discussed how to let advisers know when the senior audits are available and should be viewed. Debbie Lettow (graduation) will write up a memo to distribute to the advisers in all colleges except AG and ENGR that states senior static audits are now available through the web. Graduating seniors for the summer term will have the black "cap" by their name indicating this term graduation. This message was routed by Deanna when audit were available.

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6. One year catalog pilot: Deanna introduced the idea, due to time restraints, of loading the next catalog by using the information submitted for the catalog. She and Char have been in discussion concerning the process and sharing of information involved. All colleges seemed very positive on this approach. Deanna will continue work toward this and getting department personnel informed of this change in process. LAS stated this is something they have been discussing also due to reduction of staff issues.

The contact people for each major would become responsible for the accuracy of the audit and the ok sheets would be eliminated.

7. College reports:

LAS college: The issue below was again put to a discussion.

LAS: 'NEEDS' line in the summary line of the *Totals Toward Degree* requirement: How can it be resolved? Would changing the order of the statement help? (Number of requirements involved=just under 100)

```
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. To Top??  
-----
```

Suggestions were to create another message:

For Linda: "Credit requirements may have been met, but all program requirements must also be met (see below)".

It was noted that graduation staff use this piece extensively and no one wanted to move it to the bottom.

Deanna will work on additional wording options for LAS.

Deanna submitted several wording ideas to LAS for discussion and the suggestion was to change the wording for LAS majors to:

```
Bachelor's Degree in this Major Requires:  
1) Completion of all requirements listed below  
AND  
2) A MINIMUM of 120.0 crs. At least 55.0 crs must be  
earned at a four-year institution. A maximum of 16.0  
technical crs are allowed. A maximum of  
9.0 P-NP crs of free electives may apply.  
AND  
3) A 2.00 minimum ISU cumulative Grade Point Average.
```

This has now been done. If other colleges are interested in a change like or similar to this, let Deanna know via email.

8. Pending issues:

Transfer courses approved for use in audit requirements besides electives: Pending issue from January 2010 meeting. This continues to be an enhancement that the colleges want. It would save many manual adjustments to have this automated. This involves IT action and will be looked into further.

Looking ahead:

Sept. 15, 2010 @10:00 location ERS

Should be try to make this room our regular meeting space now?

Jan. 19, 2011

DARS Steering Committee Agenda

1-27-10

1. **Minutes: Minutes** from 9-16-09: Per David Ross, the tone of ITS Update, bullet one, did not reflect what was discussed. The group agreed that David's suggestions may be updated to the minutes from 9-16-09. This has now been done. The 11-18-09 minutes were ok as showing on the web.

2. **Introductions:** 13 were in attendance today. Jeff Cesler from athletics was introduced to the group.

3. ITS Update:

Dennis/Carol:

a. There is a field on the student info page showing EP, DIVER, and IP as met or not met. These fields have now been removed from the web info pages. The EP is still showing on ADIN SI/AS screen.

Engineering is still using the EP code. After an email asking Roberta where this appears on the audit, she responded that two majors, AER E and MAT E are using this code (Y) to trigger the message "APPROVAL BY DEPARTMENT REQUIRED" with a +. This update happens nightly.

b. Archiving graduation degree audit.

We will be running a final graduation audit on MARCH 24th for graduates from F09. This will be the audit archived as an e-report for 10 years. This e-report will be available through *AccessPlus/uBusiness/e-Reports*. Discussion followed asking if 10 was long enough and what role or responsibility the colleges had in supplying information over 10 years of age. The actual student record is kept forever. It was also stated that the static final audit would be available on the students info and degree audit tabs as they are now. As long as an adviser's id# is left on the SI/GS for the student, advisers should have access through *AccessPlus*.

c. This discussion brought up the topic of why some undergraduate advisers do not have access to the concurrent student's undergrad audit. This is because the id# for that adviser has been removed from the SI/GS screen when the student becomes enrolled as a grad.

i. There is also a field for concurrent students on the SI/AS screen where a U/G/B is entered for all concurrent students (see below). Deanna checked with Amita in records who indicated they do update this field, but not the adviser id# field. That update comes from the grad college for the 1st field. If colleges would update the second adviser field with the undergrad id#, then those advisers will be able to access the undergrad degree audit for that student. Deanna e-mailed Carolyn Payne at the graduate college asking if it was ok to allow 2nd adviser id# to be entered with undergraduate adviser's id#. An email was sent to committee 1-27-10 by Deanna with this information.

```
-- Help -----  
  
CNCUR Concurrent Enrollment Term  
  
U Student is coded as a grad or Vet med  
but is also an undergrad.  
G Student is coded as a Vet Med but is  
is also a grad.  
B Student is coded as a Vet Med but is also  
a grad and an undergrad
```

d. Transfer courses approved for use in audit requirements besides electives: There are some programming issues where TA work transfers to Perm Record and code that would move a course to a sub was lost. In discussing this topic, most thought it would be nice to have this feature in place, but were willing to wait and not make this a top priority at this time. Deanna will keep it on the agenda as a pending issue.

e. IT now has the FLNG code (2) set on the SI/GS screen for the Engineering College and should now work as needed. This is great news. Thanks, Carol and staff!

f. **Big Run:** The following are the colleges that will receive paper (1 copy) for the big run on February 24th: Ag, LAS, Engr.

g. **Senior Run in January:** We will continue to print paper (1 copy) for majors that want this. LAS asked to go paperless for senior run as they're beginning in this direction. Great! After a few questions, LAS feels this is going well for most of them.

DARS Steering Committee Agenda

1-27-10

4. *College reports:*

- a. **Ag:** David asked if there was a better way than an FS exception to have a course show in a sub instead of rejecting a whole list of courses. Deanna and the group thought it was a good situation where using FS is acceptable.
- b. **Business:** no comments
- c. **Design:** not present
- d. **Engr:** no comments
- e. **H Sci:** no comments
- f. **LAS:** 'NEEDS' line in the summary line of the *Totals Toward Degree* requirement:
 - i. This issue continues to be something LAS has a concern about. After another discussion of what would be a better way to present this and the limits of programming, Deanna indicated she would take this subject to Laura for her input. Some suggestions were to move the TOTALS piece to the bottom of the audit, somehow inserts words such as "must meet all program requirements", or no action needs to be taken. Some thought since the audit is not an official document; it was fine the way it currently is.
- g. **Vet Med:** not present
- h. **ATH:** Jeff indicated the athletic staffs are getting all the information needed.

5. **Other:**

- a. Deanna threw out the idea of dissolving this committee and letting RCC take on any issues that may come up with the DARS system. This suggestion comes at a time when many cutbacks and staff shortages are looming in the future. Several thought the committee should stay in tack, but maybe only meet quarterly. The March meeting has been cancelled due to spring break, but we will meet next on May 19th at 10:00 in 331 Palmer for continued discussion.
- b. **Pending:** Transfer courses approved for use in audit requirements besides electives. Deanna stated there were some programming issues where TA work transfers to Perm Record and the code becomes lost. In discussing this topic, most thought it would be nice to have this feature in place, but were willing to wait and not make this a top priority at this time.

Looking ahead:

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

Jan. 27, 2010 @ 142 Curtiss

March 17, 2010 @ 10:00 –Cancelled due to Spring break week

May 19, 2010 @ 10:00 @331 Palmer

Sept. 15, 2010 @ 10:00 location TBA

DARS Steering Committee: 1-27-10