

## DARS Steering Committee Minutes

9-21-11

**1) Minutes:** minutes from the 7-27-11 meeting on the web are approved.  
[www.public.iastate.edu/~registar/dars/minutes/daarsminutes.html](http://www.public.iastate.edu/~registar/dars/minutes/daarsminutes.html)

**2) Introductions:** Karen Terpstra plus any others who are new.  
We had 20 in attendance.

**3) IT update:**

- Upgrade to u.achieve 4.0 (Java).

u.achieve 4.0 update is high on priority list but not a big start yet.

This is a conversion of the STUINS file from COBOL to JAVA

There are additional features for Deanna/Karen such as a search function for condition codes.

It will support interactive audits and is more dynamic than our current version

It will not change the look or feel of DARS.

Exception processes will remain the same.

It will allow audits to be printed in html or pdf format.

- Screens have now been updated by Helen in IT to allow both students (*AccessPlus*) and staff (DR, ADIN) to update graduation terms needed due to new expiration dates for 2005, 2007, & 2009 catalogs due to change from two year to one year catalog. Great news!

From earlier email:

The following in the **expiration schedule** for the coming catalog:

2005-07 catalog expires at the end of summer **2012**

2007-09 catalog expires at the end of summer **2014**

2009-11 catalog expires at the end of summer **2016**

2011-12 catalog expires at the end of summer 2017

2012-13 catalog expires at the end of summer 2018...

**4) Alternate Identity form:** LAS is first to submit and begin using this new feature.  
Feedback from Colleges:

LAS staff has noticed that transfer courses submitted are falling into humanities.

AG has sent forms to their advisors.

Admissions staff is about half done updating Iowa community colleges – updates are done based on community colleges catalog availability and Admissions staff time allows.

**5) Adviser access to graduating seniors list:** All advisers should have access to e-report *lists* of their advisees now. This is listed as [STDNT-DegAudt Curr Cmnccemt List](#).

**Note Correction:** All advisers should have access in the future. There is a small population that does now. The list will get updated every time we run a batch.

**6) Split credits symbols:** Those of you who see split credits on the audits are currently seeing the >S (split symbol) on both the split pieces of the audit and

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on the whole piece, if used. This was **not** removed as planned due to the symbol being used in exception of split credits.

- 7) Loading of the 2012-13 catalog will begin soon. If there is interest in having Karen and me come to a staff meeting of the department contacts to gain input on how their audits are working, ideas for improvements, etc, please let me know and we will be available. We will be visiting with LAS staff October 6th.

2011 catalog – open ended everything. We are not waiting for approval to release programs. This allows for a more seamless transition to the new catalog. It is the responsibility of the departments to let us know about changes. New courses are being added and date ranges added to dropped courses. AG commented that this worked well for them with the last catalog.

- 8) **Four year plans:** Is there interest in adding this to the audit? Or making a separate audit titled Four year plan? See example attached. Is there another way students get this information currently? Would an audit like the example be of any value to students/advisers/etc?

It was agreed that it is more important to have the four year plans in the catalog and not a separate audit. The DARS program is not tied to Soar in 4. All colleges handle Soar in 4 differently so this is not really a tool for that program.

- 9) College reports:

AG:

BUS:

DSGN:

ENGR:

H SCI:

LAS: From Sarah: Can I add to the agenda when we foresee a University degree audit change form? As you know LAS has one in place, but I don't want to keep making changes to it if we are getting close to a University form.

The paperless advising task force is the committee where a form like the one requested would come from. Tom Polito is the head of this group and no immediate action is expected on this project. Therefore, LAS should continue to edit their own form.

ATH:

Additional items:

Interactive audits – put resources to other use

Wish list from colleges:

- 1) Audits for students who applied and the decided not to attend ISU at that time but returned later are showing incorrect header information (pulled from the info file) until the 10<sup>th</sup> day file update. This makes more work for college staff. Deanna asked for examples of this situation to be sent to her. Specials are usually a large part of this population and have some unique issues. Dennis

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from IT reported that there is a process in place but it does not catch all these students.

- 2) Double majors as a part of the "What-if" audits
- 3) University online DARS change form – would like it to be self-populating, remain with the student if they change majors and/or colleges. Would really like this in AccessPlus.

LAS shared part of their process, which addresses many of the issues discussed. They have established an email account just for audit changes. The account is accessible by many people and has internal filing. This makes access and search for a specific exception easy.

Looking ahead:

Dennis will provide an update on the "Forms Routing System" in AccessPlus. John Twitchell from IT is working on this.

No November meeting. We will be meeting once a semester now unless issues come up that need discussion and/or resolution.

Next meeting will be in February.

February 22, 2012 @10:00 location 311 ESC

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## Minutes DARS Steering Committee-7-27-11

1. **Minutes:** minutes from the 9-15-10 meeting on the web were approved.
2. **Introductions:** Karen Terpstra joins Deanna in the Office of the Registrar. We will introduce Karen at the September meeting as she is on RAGBRI this week, driving a van for Team Skunk. We had 16 in attendance and had introductions.
3. **Conference update:**
  - **College Source** is now the name of the company that supports DARS or u.achieve. RedLantern is no longer a name used. U.achieve is the new Java version of DARS that we hope to upgrade within the coming year(s). IT needs to rewrite the connections between our perm record system and DARS for u.achieve to be supported. This is now at the top of the project list.
4. **\*Deanna asked if colleges were finding courses that they have moved with exceptions only to find a new random number had later been assigned. Several colleges have seen this and they were aware that if a course was not yet on the Perm Rec, it could have its number changed. Deanna will visit with IT about this continuing issue. Any IP grade is not lock so may continue to be changed until a grade is submitted. The alternate identity code will allow IP courses to move to a sub and stay there.**
5. Alternate Identity form: Good discussion followed the questions:
  - See attached file for pictures and explanation of what actually happens when a Transfer Course is labeled to fill a sub-requirement in a program. Please review this before the meeting as it will help you answer your questions and may trigger additional ones.

*Questions from LAS:*

- "in progress" courses, will that automatically go into the Areas or after grades are posted?

*This shows how an IP transfer course would appear if coded with an Alt ID.*

```
=====
CATLYT: 200705   RNAME: U.S.DIVER   PSNAME: U.S. Diver
              REQU FYT: 000000 TO 999999   INSTCD:
IP      U.S. DIVERSITY MET
IN-P...      3.00 credits
          F 11 HUM  1T03  3.00 IPT2  ICCCFD  : CLS  181
                              >> matched as:US DIVER
=====
```

- Are we to update for Community Colleges in IA only? We are willing to update 6 main Community Colleges in IA this year: IVCC, NIACC, ICC, DMACC, Kirkwood, and Hawkeye. As we see more courses from other Community Colleges, we will update them as well.  
*Any course articulated in DARS that is approved may be updated.*
- Do you want updates all year or only yearly? Our suggestion is, all colleges update you in Spring, maybe in February, only yearly.  
*We can update these as they come in.*
- How often is the Transfer Course Equivalence guide updated? If #3 becomes yearly, will it be done yearly only as well?

From Mary Dubberke in the Admissions office: ***"We update the Transfer Course Equivalency guides yearly when we receive a new catalog from the source community college. We are dependent on the availability of the catalogs from the source community***

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*colleges. Typically the updates are done as the catalogs come in. The majority are updated between the end of August through November. There are always stragglers. Other updates are done when the departments review and change the equivalency of a course. That is done when we receive the Request for Review of Transfer Credit Evaluation form from the ISU colleges or when a new transfer articulation agreement between the community college and ISU is established. "*

- On the Excel form, the column "Term approved for" and your example was S10, is that when it was approved at ISU?  
*This is to help us know what catalog to attach the code to from the transfer school. Is there a better way to ask this??*
- On the Excel form, in the column for Registrar Use Only, what does the "TA catalog, rule, & #" mean?  
*The # stands for number. I don't see an & symbol.*
- On the Excel form, ISU major specific is not valid for LAS. All courses will be relevant for all majors in LAS.  
*I need to know where to place the code with each major.*
- Since catalogs do expire, we need an archiving system in place as many students could be at Community College for several years, leave, and come back years later. Where will that be held?  
*We have not yet archived anything with the DARS system so this is a question that will need addressed in the future.*
- Are we starting with 07 catalog since 05 will expire the end of summer?  
*This coding can be relevant to any catalog. The 2005 catalog does not expire until F12 due to yearly 2011 catalog.*
- When do you want all our information by?  
*The system is ready to handle this now.*
- Should the approvals be open ended (catalog 2007 and on) or should they have a closing date tied to a catalog (catalog 2007 – 2012)?  
*The approvals are tied to the catalog of the pseudo name and the catalog of the transfer school.*

### *Questions from AG:*

- First, what's the proposed process for all this?  
*As discussed at RCC, this should save the colleges from multiple manual exceptions processing*
- Will departments submit courses to the college offices so we can review them before sending them on? We'd need to do this for the college requirements, certainly, but it would probably be a good idea for the rest of the audit as well (as some college requirements are embedded). I'm assuming also that the colleges will need to develop a form for departments to use when submitting requests.  
*The form will only be accepted from the college classification officers, not from advisers.*
- Second, will these "automatic approvals" work for just one semester, or will they remain until removed?  
*These will be in place on the transfer school and major until either the rule changes or the pseudo name changed.*
- I noticed that there's a space to enter the semester the course was taken, and I was wondering how this would be implemented. We in AgLS would like to leave this field blank in most cases, restricting the semester the course was taken only in some circumstances. Will this be possible?  
*The space is to help us identify what catalog from the transfer school to use. If left blank, we would use the latest catalog where the rule is found.*

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- Is the requirement name essentially the pseudo-code?

*No, the requirement name is the RNAME, not the PSNAME:*

```
=====
CATLYT: 200705  RNAME: U.S.DIVER  PSNAME: U.S. Diver
REQU FYT: 000000 TO 999999  INSTCD:
IP      U.S. DIVERSITY MET
IN-P...      3.00 credits
      F 11 HUM  1T03  3.00 IPT2  ICCCFD : CLS  181
                                     >> matched as:US DIVER
=====
```

- And one last thing: why the concern that the file needs to be password-protected? Wouldn't the fact that it was coming from a trusted person in the college office be sufficient?

Discussion on the questions above was good as it gave everyone a clearer idea of what to expect with this new feature.

- **Deanna investigated the question of when the 2005-07 catalog expires and confirmed that it stays in effect until beginning of F12 as written.**
- **The DR screen is not set to allow entry of a grad term from 05 catalog beginning after F11 term, so any needed additions will need to be routed to Deanna to override. This will save IT from having to adjust the system.**
- **After visiting with transfer admissions staff, Chris Hurst, it was learned that if a course changes, then a new rule is created so the old rule will continue to be in effect for past student who may have taken the old course. Any alt identity coding on the course will not be transferred to the new course without college approval.**
- **Deanna will maintain a spreadsheet of all changes done within DARS for each college in an Excel sheet.**
- **Another column will be added to the form to indicate what term the student took the course at the other institution, if known, to assist in finding the correct rule to code.**
- **Only Karen or Deanna will be doing coding from sheets routed to them from the college offices. We will begin with a trial run and may revisit this issue as needed.**
- **Any code added to a course may be deleted at any time with college approval.**
- **Colleges were encouraged to look at the DARS screens used for coding the Alternate Identity to better monitor and understand the process**
- **Paul Castleberry offered to send Deanna an electronic spreadsheet to look at as another form for submission**
- ***Deanna asked colleges to use a password protected spreadsheet to begin with until we are more comfortable with the process with the idea that this could be revisited in the future.***

### 6. Future topics:

- **Split credits symbols:** Those of you who see split credits on the audits are currently seeing the >S (split symbol) on both the split pieces of the audit and on the whole piece, if used. There is a way to remove this symbol from the *whole* course. [After](#)

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[testing this, it was decided to leave the symbol the current way it is due to its use in coding split exceptions.](#)

- **Interactive audit feature:** This piece of DARS is the bars and graphs. We have not implemented this. Other schools report that students really like this feature and it helps them gauge how close to completion they are moving. Would ISU climate favor this enhancement? It's primarily an encoding piece, not taking a lot of IT resources. We will add this topic to our next meeting with pictures to show what this looks like.

### **Looking ahead:**

**\*\* Sept. 21, 2011 @10:00 location 311 ESC**

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