

COLLEGE OF ARTS AND SCIENCES  
STUDENT SERVICES STAFF MEETING

Wednesday, April 9, 2014  
10:30 AM – 12:00 PM  
SASB-North, Upendo 1118

MEETING MINUTES

**10:30 AM – Welcome and introductory announcements, Nick Siedentop, Curriculum Director**

Nick welcomed the group, introduced new student services managers (SSM), and asked those in attendance to please write down dates of upcoming SSM Meetings. These meetings are scheduled for the 2<sup>nd</sup> Wednesday of August, December and April. The agenda is sent to the department and unit managers' listserv with a request that it gets forwarded on to SSM.

**1. Infoporte Reporting for Student Data, Scott Jackson, Executive Director, Information Technology Services; Chris Derickson, Assistant Provost & University Registrar**

- The Enterprise Resources Departmental Systems Group was asked to evaluate and improve overall reporting at the University. The current architecture has multiple sources of data causing potential errors and redundancies, is expensive to build and maintain, and has not met campus reporting needs.
- The transition to Infoporte was then discussed. OBIEE will eventually be replaced with Infoporte/SAS. The same reports will be available; however, Infoporte is capable of creating one instance to handle all class reporting needs, which should be a vast improvement over OBIEE, which currently has three instances with redundancies.
- The Infoporte beta test system was then demonstrated. The presentation will be forthcoming.
- Beta testing is currently going on in the Office of the Registrar (data validation). There is also a campus-wide security group currently reviewing security roles and access. The go-live date is still to be determined. Closer to roll-out, training documentation will be made available. Possibility of an August Student Services Managers Meeting demonstration was also discussed.

**2. Announcements from Undergraduate Curricula, Nick Siedentop, Curriculum Director**

- Independent study registration deadlines and learning contracts
  - A new UPM ([UPM #30](#)) is now available for reference on the OUR website. This document codifies independent study course procedures.
  - Learning contracts (there are two templates for this – Arts and Sciences and University-Wide). Departments/units may not remove information from the templates, but they can add additional information to their department-specific contracts.
  - Independent studies must be signed by the instructor and completed before the semester starts; students need to be registered no later than last day of late registration for students (Fall 2014: Monday, August 25, 2014). It may be helpful for student services managers to send a reminder memo to faculty before the beginning of the semester to let them know about the deadline and procedures.
  - Instructor may supervise 2 students per semester plus 2 additional students working on an honors thesis (but see the section “Limits and Exclusions”)
- [Faculty Council Resolutions](#)

- Resolution 2014-2: Deadline for Dropping Courses. The drop deadline will be two weeks for incoming students.
- Resolution 2014-3: Increasing the Number of Credit Hours That Can Be Declared Pass/Fail. The number is being raised from 11 - 16 hours.
- Resolution 2014-4: Minimum GPA for Undertaking Senior Honors Thesis Project: the cumulative GPA increases to 3.3; this is not the case for the in-major GPA; it can be higher within departments.
- 2014-8: Requests to Change the Date of a Final Examination. Instructors must notify Provost by the first week of classes; no longer by first day of finals.
- 2012-11: Syllabus Guidelines. A syllabus must be provided to students no later than the first day of class and is retained by the respective department or educational unit of the University for a period of at least 4 years. The same goes for independent study contracts.
- The 2-week drop deadline applies for fall 2014 for incoming first-year students; continuing students and incoming transfer students will be under the old rules (distinguished by service indicator on their account).
  - Students wanting to drop a course must obtain a registration/drop/add form and go through the normal procedures.
  - For first-year, first time students entering in fall 2014, if a course drop is approved, a grade of WC (withdrawal by choice) is recorded and used internally for tracking and reporting purposes. Students are allowed to accumulate no more than 16 hours of WC grades. WC immediately converts to a W on the students' transcripts. These rules also only apply to undergraduate students.
- New Student Orientation begins Monday, June 2, 2014. Please do not alter enrollment information for any courses on the approved seat release schedule. Changes should be sent to Barbara Lucido. Registration will take place at home after orientation this year.
  - Transfer students get their ONYEN and PID. Then, Academic Advising Office sends them instructions to register and they can do so immediately; their registration access is not based on "terms in residence".
  - Question: Is there a way to modify the system to make reserve capacities more public to the students looking to enroll? There are currently canned messages with reserve capacities, which can be changed, but when this was tried previously, indexing the revised messages was a challenge.
- Please be mindful of the October 15, 2014 Curriculum Deadline. Departments can submit course changes (additions, revisions, inactivations) in the Course Request Approval System (CRAS). Each department typically has one CRAS submitter and one CRAS approver; submitter training is in person, approver training is online. Departments can submit curriculum changes to the Office of Undergraduate Curricula as a chair's letter/memo with Undergraduate Bulletin text attached.

### **3. Classroom Scheduling, Roberta Norwood, Associate University Registrar; Chris Partridge, Assistant University Registrar**

- The Registrar has received funding to put technology in 22 more classrooms; current rooms with technology will be updated to digital technology. During this process, four classrooms will be offline at a time. Some class sections will need to be moved temporarily to accommodate these updates. Swing spaces will hold these sections in the interim (2 – 4 weeks per 4 rooms). These sections will be given prior notice.
- Starting in spring 2015, Monday/Wednesday/Friday (MWF) courses will have 15 minutes between classes.

- Information will soon be sent out about the Classroom Policy Steering Committee's recommendations for implementing General Administration (GA) operational procedures for room usage. The University needs to ensure that its classrooms are used in accordance with the GA standards. In the new Ad-Astra, all 110 classifications are considered General Purpose (GPC) classrooms. Any room designed for instruction across multiple disciplines, with the exception of health-related fields, must be reported. For units with priority access to GPC rooms, they must use them minimum 20 hours per week for instruction. A room that does not meet this requirement will be subject to review. This is University policy. After Course scheduling main period, the Office of the Registrar will have access to put classes in specific spaces until 6:35pm for MWF and 6:15 for Tuesday/Thursday (Tu/Th), unless access is restricted for security reasons.
- Standard meeting patterns must be followed. Please refer to the Provost's memo. There are exceptions with joint degree programs at other schools. Labs will be exempt, but recitations will need to follow standard meeting patterns.
- A few additional changes were mentioned by Norwood. The Registrar will be increasing prime time to 9am - 3pm and the allowable percentage of courses in primetime from 40% to 70%. Additionally, they will be increasing the total number of sections allowed on Tu/Th from 25% to 30%. One-shots and event reservations can be made up to a year in advance for unit-based-events. They will have to have a specific title and need to be before 8am or after 3pm.
- Course schedule maintenance opens for the spring 2015 semester on April 11, 2014. Astra 7.5 opens for classroom scheduling on April 22, 2014. Course schedule maintenance closes for the spring semester 2015 at 6pm, August 8, 2014.

The meeting adjourned at 12:00 PM.

The next meeting is tentatively scheduled for Wednesday August 13, 2014. Location: TBD.