Minutes for Student Records Meeting – November 16, 2006 @ 1pm

People in attendance:

SCS – Susan Enslen, John Tully, Rita Singleton, Scott Wiley
UNR – Jim Carson, Virginia Moore, Andy Rassuchine
TMCC – Nancy Helsel
CCSN – Elda Chavez, Pat Zozaya, Joya Torrey
WNCC – Phyllis Mason, Eric Thornton
UNLV – Karen Emptage, Jonathon Blake, Cem Sunata
NSC – Patricia Ring, Scott Camero
GBC – Laura Smith, Lora McCarty, Cynthia Vaughn-Giles, Jodi Gerrits

1. **Extended hours for SIS (31060)**
   SCS has acquired a produce named SYSB-II which will allow running SIS batch processes while SIS is up. This will provide move availability to SIS for students and staff. This will be a complex project to coordinate the timing of the interfaces to such things as Advantage, DARS, Millennium, B of A, and institution data warehouses. There are some items that are date and time sensitive that each institution should review and consider. What are the batch processes that you don’t want to run when SIS is up and students are adding and dropping classes? One item mentioned was the purge – USRPENRB. No target date has been set as of right now. Institutions need to go back and discuss at their sites. A JCL request for JCL definition URJSEC1R can be run to get a list of all JCL definitions to review. Feedback from each institution will be taken at a follow up meeting.

2. **Capturing of high school id (31526) - who captures Nevada High School grad data? What is being captured and where is it being stored in SIS?**
   This is a follow up to the discussion held at the Student Records meeting on September 21, 2006. High school ids are not a standard length, and may be duplicated across districts so a district code will be attached as part of the number. Each institution is going to check to see if they currently enter the county on the INST table for Nevada high schools. On the application for admission, the student id and high school institution code defined in SIS will need to be captured. SCS hopes to use the INST table to get the county (district code). SCS will need to modify the application load batch process to store the data on IDEN.

3. **Is your institution closing for the holidays? If so, what are the closure dates?**
   Closing for the holidays:
   - WNCC – Not closing
   - TMCC – Yes, Yes, the 26th – the 29th
   - GBC – Yes, the 26th – the 29th – grades both before and after
   - UNLV – Yes, the 26th – the 29th, officially grades by the 19th
   - CCSN – Not closing
   - NSC – Not closing
4. Does the Student Records group want to meet in December - 12/21? If so, who will WNCC is next on the schedule to chair the meeting.
   No meeting on 12/21

5. Scheduling of meetings for next year - keep the same date and time - third Thursday from 1 - 4pm?
   Meetings for next year will be held at the same times and dates.

6. Question regarding the registration reminder emails sent by Susan E. Keep the format as is or only send Student Record info to SISGROUP?
   To continue sending the entire registration reminder to SISGROUP has been decided.

7. Update from Informs regarding IPEDS Race Ethnicity Reporting change - Fall 2009
   Informs has indicated that they will wait until ‘comments’ settle down on this topic and we get closer to ‘final’ specification. We don’t anticipate seeing this happen within the next year.

8. Millennium - We will stop sending Summer data at the end of November. SCS will turn off UCMMSDNX so no Millennium data will be sent in December. SCS will work with the institutions to begin sending Fall data on/around 1/2.
   Information only

9. Real time credit card authorization - UNR and UNLV are live. Student Account users at the others institutions are encouraged to test and implement. You may be contacted to set up test students in QA.
   Information only

10. Registration and beginning of class dates for Spring 2007
    Information only

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<th>Spring 2007</th>
<th>First day of registration</th>
<th>First day of classes</th>
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<td>TMCC</td>
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<td>01/20/07</td>
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11. Withdrawal dates for “F” grades
Nancy Helsel needs the withdrawal dates recorded in SIS for the “F” grades for financial aid. She checked with the group to see if anyone knew if it would cause any problems in SIS. No institutions stated any problems.

12. NEWS screen to display a DARS message on DARS audit screen instead of Student Account message
Laura Smith mentioned the idea of changing the Students Account message to a DARS message on NEWS SEQ 8 for the OFFICE CODE of WEB. The DARS message would be something like, “Meet with your advisor to discuss your degree audit”. The Student Accounts/Student Records/Financial Aid messages will not be removed from the DARS pages but DARS messages will be added to DARS pages as well as Student Accounts, Student Records, and Financial Aid pages. Change 31745 has been opened. No priority set. Laura indicated that the DARS release has a higher priority.

13. SIS downtime discussed for Saturday 11/18 for BIGHORN upgrade/maintenance.
Information only

14. Reviewed the SIS Status Report
Cancelled – 30192- Cem indicated that the research to merge the UNLV law terms with the traditional terms can be cancelled.