Present:
UNLV  Karen Emptage, Cem Sunata, Angelina Copeland, RC Miller, Tong Feng
UNR  Jim Carson, Virginia Moore
TMCC
CCSN  Elda Chavez, Pat Zozaya, Martha Dominguez
GBC  Laura Smith, Lora McCarty
SCS  Susan Enslen, Marinn Silva, Rita Singleton
NSC  Scott Camero
WNCC  Eric Thornton, Phyllis Mason
SA  Sharon Wurm

1) Sharon Wurm – NSHE
Date of birth differences between the MSID and NAME tables. Proposal to add a value on MSID for institutions to set when verifiable documentation received that confirms a date of birth change/correction.

Last year internal audit conducted a system wide audit of the Millennium Scholarship program and had a series of findings, most of which are resolved. One pending item is date of birth discrepancies between SIS and INSTEP, the program the Treasurer’s office uses.

The auditors recommended that if a student changes their DOB at one NSHE institution, it is changed at all institutions. We have a FOCUS (report MILLDOB) that runs each week that identifies students whose DOBs on MSID don’t match the DOB on the NAME screen. To fix that, institutions are sending an email to the Treasurer’s office asking them to fix the DOB in INSTEP. Once it is fixed, the DOB will update on MSID and now, the student could have a DOB discrepancy at another institution and show on the report. We need a way to have DOB information changed at all institutions.

If someone wants to change their DOB, they can only do so with acceptable documentation (license, birth certificate). The Treasurer’s office would add a field indicating documentation received. This field will show on the MSID screen and other institutions could look at MSID and see that documentation was received for a DOB and then change the info in their SIS NAME screen accordingly.

It was suggested that in addition to the documentation received field, there should be a field to indicate which institution has the documentation.

The documentation received field could be added to the same FOCUS report (MILLDOB) that shows the mismatches.

Sharon will contact the Treasurer’s office & speak about making these changes.

2) Eric Thornton – WNCC
Follow up from last month, additional text to WEB-SIS errors:
PR52E  You have not met prerequisites, unable to ADD this class. "See catalog for prerequisite information"
PR54E  You have not met co-requisites, unable to ADD this class. "See catalog for co-requisite information"
RG30E  Instructor consent is required for this class. "See catalog for instructor consent information"

It was agreed to drop any changes to the third message, as some institutions have some courses which require instructor consent for one semester but not the next. The first two messages will have a change request opened and the group agreed to wait to implement the changes until web activity slows down. (32601)

3)  **Elda Chavez – CCSN**  Method for defining, possible FOCUS report, to assist in meeting this Regent Handbook change approved last Fall.

   **Board of Regents Handbook**  
   **Title 4: Chapter 16, Section 1, #3**  
   **NSHE Remedial Policy**

   *All degree-seeking students who place in developmental/remedial coursework must take the prescribed sequence of courses until remediation is completed. Beginning Fall 2007, students requiring remediation must complete all required coursework prior to completion of 30 college-level credits unless otherwise authorized by the institution.*

   This rule applies to students admitted in Fall 07 or later. Prior students would be grandfathered in.

   UNR has taken the policy further and require that
   
   "... Students must be continuously enrolled in appropriate remedial, pre-core or Core math and writing courses until the University Core Curriculum mathematics and writing requirements are completed..."

   UNR first looks at output data on currently enrolled students after the drop date to see who has not satisfied core Math & English. Then they look at TOOK to see if bridge classes were or are currently being taken. If not, administrative registration holds are put on the records and students are required to get advisement at that point. Advisers encourage the students to enroll in the missing core classes. The Math core varies by program; the English core is English 102.

   There was some argument that FOCUS may be too difficult. An SCS-generated report would be preferable, and could be much like the missing prerequisite report. This would be used to place holds, or just to contact students in violation of the new rule. SCS could produce a report, or a file to download, but in order to do this, SCS will need criteria for the report which will work for all the institutions. (Examples: Do students have to be enrolled within last two semesters or just the last semester? What is degree-seeking? Can we rely on degree-seeking calculations? What is considered remedial?)

   The group will go back to their respective institutions and think about the criteria. The subject will be tabled until a later date.

4) **Phyllis Mason - WNCC**  
After our NVACRAO meeting last week we would like to continue the discussion of alternatives for PIN's and also iNtegrate data clean-up-sharing FOCUS.

   a. Suggestions to prevent students from using the year and month of birth as PIN’s: require an alpha character in the PIN, or restrict use of any digit that appears in the birth month and year.

   Susan Enslen will research the suggestions above, as well the possibility of preventing the use of birth year and month, in that order, rather than just the digits in the year and month.
Here is Susan’s research. SCS can modify the reset pin option on the web to prevent a person from reusing their year and month of birth. SCS effort is low. This will need to be discussed at the next Student Records meeting.

b. Had heard that Jim Carson had FOCUS clean-up reports and hoped he would share them with the group. Jim will need to look at what he has and add remarks regarding what they do and why before he is able to share anything.

The group would like anyone else with FOCUS clean-up reports to share them by email.

Susan Enslen distributed FOCUS reports last year and can redistribute them. Many institutions did not get through all of the FOCUS reports SCS sent out last time, and those would be a great place to start.

There should be a recommendation from the iNtegrate Committee soon, and at that time, the group will know more regarding data conversion/migration and clean-up.

5) Susan Enslen – SCS
Reminders and Information
- Encrypted telnet and FTP access will be required when accessing the IBM servers – May 1 Telnent and June 1 for FTP.
- FOCUS for SIS, Beginning Report Writing classes offered in Las Vegas. Two day classes will be held April 30 - May 1 and May 2 – May 3 in Room 104 at SCS Las Vegas. There is some space available in these classes on a first come, first served basis. Contact Marinn Silva marinn_silva@nshe.nevada.edu or 775 789-3742.
- SCS sent an email to FASIS/SISGROUP last Monday, reminding institutions that Monday 4/30/2007 will be the last day that Fall 2006 data will be sent to the Treasurer’s Office. This is a 10 Day reminder for institutions to clean up as many of the Millennium discrepancies as they can before 4/30/07. SCS will turn off JCL requests for UCMMSDNX and will resume them on 6/1/07.

6) SIS Open and Closed items Status
31060 - Extending SIS Hours – SYSB-II
Close to being able to run extracts off a copy of the 2nd backup. If that happens, SIS goes down, the 1st backup happens, the batch processing starts and all the update jobs run for all the institutions, and then the 2nd backup takes place. At that point, the report jobs can start. Reports, Focus and data warehouse extracts could run and SIS come up at the same time, extending SIS availability hours.

31234 - DARS release and related items went to production March 24.

31613 - UNLV prerequisite is on hold per UNLV.

32184 – Write program to change the suffix code for BIOL 190 course at TMCC. Need TMCC sign-off before this can be run in production for TMCC.

32374 – Class schedule extract modification. It is on the list of to-do.

30637 – WNCC Ad Astra Implementation - has made some progress, but will probably doing more with it in the next couple of weeks.

31630 - NSC Ad Astra Implementation – will probably not work on it until June or mid-summer. No updates at present.
7) **Changes to APPL Screen**  
SCS will contact Informs as the changes they proved do not work. SCS will take this out of QA.

8) **Next Meeting May 17, 2007** – TMCC is scheduled to chair the meeting.