

# Sam Houston State University

A Member of The Texas State University System

## Impact Planning Committee Meeting

06/27/2006

Notes from the 06/20/06 Impact Planning Committee Meeting:

Present: Suzette Kohers, Nina Cushman, Maria Busby, Trevor Thorn, Kelli Leaf, Dick Eglsaer, Bill Fleming, Wes Boyd, Rita Caso, Teresa Ringo, Heather Thielemann, Jacque Gilliam, Paige Smith, Edgar Smith, Doug Wright, Keri Rogers.

- 1) We did some test cases for s06 grade entry to record date of last attendance and will test more in the summer and shoot to have it in production for F06.
- 2) Dr. Eglsaer asked if we could come up with a way to track exchange students who are attending school here but pay their home institution. They should have access to the HKC and maybe someone who up on our rosters, etc. Nina has a work order for this and also to automate the ELI registration process and ELI transcripts, etc. Heather Thielemann will have a meeting soon to discuss this. She said we need an official record of these people and what grade they make but they don't pay us so they can't really get a formal grade here and we don't get formula funding for these people (similar to people who audit classes). However, we need a way to know they are here. She will get us more information at future meetings.
- 3) We discussed notes in the section file and possibly standardizing those. It was suggested that we keep the current free form field for notes that we have but possibly add another notes field that is standardized. Rita has analyzed these based on a report Computer Services sent her and will send her suggestions to Teresa Ringo if she has not already. If Teresa decides she wants programming changes, she will place a formal work order for them.
- 4) We discussed the possibility of making the TAKS requirements apply only to Math starting in S07. Kelli Leaf from the REG office said she will place a work order on this soon. It will need to be in place by the end of October.
- 5) F06 coliseum registration will be 8/17/06 and 8/18/06 (a Thursday and Friday this year). Classes will be dropped that Friday night (as opposed to Sunday night). Also, Heather Thielemann said that there will be a change in the applying of financial aid. Instead of allowing to apply it only 3 days prior to coliseum registration, they will be allowed to apply 10 days prior to the 1<sup>st</sup> class day (8/11/06). This process will change for future semesters but they are still working

- the details out on that. Admin acctg mentioned that we will have to hold up on sending the residual refund amount due for these people to Higherone until closer to the 1<sup>st</sup> class day so if people are due money back, they may have to wait a week or so to get it.
- 6) One thing in the work order queue for Computer Services is to make the prerequisite file a semyr file so that it will not be a problem when departments change prerequisites in the middle of a semester (work order 57836). In progress.
  - 7) Another thing in the work order queue for Computer Services is to make the description field in the BLOK system more standardized and then let only certain people within each department be able to view the current, free form description. We will start with Student Life but hope to make it generic enough to include all departments in the future. Student Life currently has private information in those description fields that they don't want just anyone to be able to see. This is work order 58897 which is in progress.
  - 8) Computer Services needs to set up a gui program for the Registrar's office to maintain distribution lists for emails they send out dealing with rosters and such and also the dates during each semester that they would like those emails to be sent. Right now it is all hard coded. This is work order 58094 and is still in progress.
  - 9) Computer Services needs to set up a daily program that will run to create the 12<sup>th</sup> cd IR files (such as stdm, etc). We will start creating these on the 1<sup>st</sup> day of advance registration for the semester and will create them through the 20<sup>th</sup> class day which is when the CB reports are finalized. Still in progress.
  - 10) Two other projects Computer Services needs to look into is how to code the pro-golf management people so that they are entered into the system when accepted to the program so that they can register early and also how to code the Executive MBA students when they are accepted into that program. In progress.
  - 11) Work order 61527: We have a new program that was approved by the board for the college of criminal justice. It is the international master c j leadership and management program. I have set up code for the student receipt system. Please add them into the program. Also, can we set up a program to add charges for this. It would be like the executive mba program (rcpt16m). They will need an add function and a remove function on their program. Nobody has told us when this will start. Computer Services will get the programming done to accept the new rcpt codes but we will wait for further information to do any other programming for this.
  - 12) Dick Eglsaer asked Jacque Gilliam if she could check with Santel Frazier to see if they can keep the coffee shop in the LSC open longer on Thursdays during

orientation for the parents of students attending orientation. It currently closes at 2 and they would like to see it open until 4 or 5pm instead on those days.

- 13) The next two meetings (July & August) will be the 3rd Tuesday of the month instead of the 3<sup>rd</sup> Thursday due to summer orientation. They will be held at 10am in LSC 319. I will send a reminder and these minutes out again right before the 7/18/06 meeting.

Please send any necessary corrections to this document to Suzette Kohers.