

Sam Houston State University

A Member of The Texas State University System

10/17/06 Impact Planning Committee Meeting

12/17/2006

Notes from the 10/17/06 Impact Planning Committee Meeting (meeting for November was cancelled):

Present: Suzette Kohers, Sherry Henke, Jim Stevens, Nina Cushman, Valerie Sparkman, Mitchell Muehsam, Dick Eglsaer, Maria Busby, Bill Fleming, Wes Boyd, Rita Caso, Teresa Ringo, Kelli Leaf, Trevor Thorn, Patty Mabry, Kris Kaskel-Ruiz, Judy Boudreaux, Jeanette Collins, Jacob Chandler.

- 1) Kelly Bentsen has modified sect01mg so that users can enter a beginning and ending date and flag for mini-session courses and 10 week courses to help us track those better. The dates for 10 week courses will default to the beginning of summer I and ending of summer II. Edgar will get with Frank Parker to discuss having a different fee schedule for 10 week courses. Fees for summer are loaded at the end of March so any changes would need to be in place by then and would need to be approved at the February board meeting..
- 2) Mitchell mentioned the fact that the legislature passed a law stating that public schools cannot start before 8/22 starting F07 so they probably won't finish the school year until the 1st or 2nd week of June. Therefore, we may need to change our summer school schedule so that it starts later and ends earlier in the summer which means that class times may have to be extended to something like 2 hours and 15 minutes rather than 1 hour and 50 minutes like they typically are in the summer now. The programming changes required for this change should not be too bad.
- 3) Computer Services (Kelly Bentsen), the Registrar's office (Teresa Ringo and Valerie Sparkman) and James Van Roekel are working together to develop a system where distance learning courses can be approved online as well as online approval of faculty who are allowed to teach distance learning courses. If not approved, users will be blocked from coding courses this way in the sect01mg program. On hold for now due to other pressing projects.
- 4) Bill Fleming revisited the issue of students who get readmitted on probation but then don't actually show up at SHSU for several semesters or years. He would like to see a block that would require them to get readmitted by the dean again. In most of those cases, they would probably have to get advised due to their gpa anyway but he wants them to see the dean. Therefore, that would require a cutoff

semester when the deans readmit someone. One question is if they readmit them for summer I, if they don't come to summer I, can they attend summer II or the following Fall without having to see the dean again? Also, when they are readmitted, a 'readmitted on probation' note goes on their transcript record. If they sit out a year or so and we put a block record on to require them to see the dean again to be readmitted again, do we put another transcript record out there saying 'readmitted on probation denied because did not enroll within a certain time'. Just issues to think about before we implement. Someone needs to work out all the details on what we want and then put in a formal work order for Computer Services. Trevor said that this might be handled via the Admissions office since these people must reapply anyway. He will bring it up at the next APC meeting and get back to the committee.

- 5) Mitchell mentioned the situation where students from U.S. territories like Guam apply for admission here and don't have a social security number. They do not get a 999 number assigned since they are not coded as international students so he thought maybe we could assign them (graduate students anyway) an 888 number and give them a conditional admission so that they can only register for one semester. On undergraduates, it was suggested that we assign them a number and then put a block on their records. Trevor checked with Terry Nixon on this and here was his response: The reason for not issuing 888 #'s to students from US territories is because NHMCC and some other community colleges issue 888 #'s to their Int'l. students. We should be able to use a number that starts with 777 if you all want to. If so, please put in a work order for that.
- 6) There is still an outstanding issue of when TDC students want to register for classes, we get an unofficial transcript from them and are putting it on our system. We should not allow that and should instead require them to get an official transcript like we do for our regular students. Mitchell said that he would schedule a meeting with himself, Dr. Eglsaer, Admissions and Registrars and then they will meet with TDC about it.
- 7) Computer Services is working on a new web application for requesting mass emails. We will have a set up standard email lists to choose from and then also have a button for special requests which take some programming to generate the list. There will be an approval process and deadline dates as to how far in advance these requests must be made before users want the actual email sent. Jacob Spradlin has already started training on generating mass emails properly and we will require that users attend the training in order to use the new application. On hold for now due to other pressing projects.
- 8) Valerie Sparkman also mentioned the issue of students taking overlapping classes and thus wanting their first professor to let them out of class 30 minutes early so that they can make their 2nd class. Students are allowed to register for overlapping classes so that they can be sure to get the new section or class that they want before dropping the first section but they are given a warning message that the classes overlap. However, some students are not going back to drop the

first class. Also, there are some classes that really are supposed to be overlapping or offered at the same time. At Mitchell's request, I have put in a work order to generate a report of students who fall in this category and it has been assigned to Robert Koog. We can evaluate that and then decide where to go from there to possibly prevent or handle this situation. Robert has not finished this report yet due to other pressing projects but he has started on it.

- 9) Mitchell Muehsam mentioned that there is a new scale for TOEFL scores if it was taken via internet (0-320). In the past it was 330-700+ if taken on paper and 100-300 if taken by computer so the computer range now overlaps the 'internet' range making it hard to determine whether they took the 0-320 range test or the 100-300 range test if the score is between 100 and 300. I searched our student information system and we have several programs that display that information but none that actually use it for anything other than display. However, that data is dumped into IR's gadm, stdm and uadm files so I'm not sure if or how they use it. We may need to store how the test was taken in the future so we will know which range the score corresponds to.
- 10) Here are some items Patty Mabry wanted me to add to the minutes for discussion at this next meeting:
 - (a) FAO is in the process of visiting various Call Center Operations with the possibility in mind of outsourcing some of our incoming telephone during the peak period from April until October.
 - (b) FAO has also requested an interactive Q & A program that would have pre-set answers for general FA questions. If the answer to a question was specific in nature and/or not one pre-set, the student/parent would also have the option of sending an e-mail inquiry from that system.
- 11) The next meeting will be the 3rd Tuesday of January (01/16/07). It will be held at 10am in LSC 319. I will send a reminder and these minutes out again right before that meeting.