

05/15/2007 Impact Planning Committee Meeting Agenda (and notes from the 4/17/07 meeting)

- 1) Auto apply of financial aid – Dr. Crowson will get us the date to start auto-applying for F07 but it will most likely be 3 days before classes start for F07 (Financial Aid will put in a work order for this). There could be an issue with students on one installment vs. three as it will apply all aid towards tuition first in that case and then move on to housing and dining. We will need to change the charges and payments screen on SamWeb as well as the fee sheet to show a breakdown of payments in more detail (work order 70530). We will email students when their aid is auto-applied (work order 70531) and tell them what applied and what is still owed (with link to payment screen and blurb about STLs , etc. – Financial Aid will put in this work order). We will also include a message as to whether they have money due back to them. Patty was going to double check with Dr. Crowson as to whether we want to tell them how much money is due back to them. If it is before the 12<sup>th</sup> class day, the email should include a link to a page where they can accept the money due back to them before it is automatically sent to their onecard. The email should include the date and time in case the students gets more aid and/or charges after that. The email to athletes should have slightly different wording. They will have to see Bobbie Hilliard to get some of their aid approved and applied. Computer Services will need the exact wording of these emails once that is finalized.
- 2) There is an issue with recalculating a student's classification throughout a semester as they get transcript work in or there are changes to a transcript, etc. This affects Financial Aid among other things. Right now, we just recalculate it at the end of each semester only (unless asked to do so for someone on an individual basis). I think we pretty much agreed to keep this as it is.
- 3) Split of English department and Foreign Language department effective F07 (work order 70479 – in progress).
- 4) Change in name of Speech Communication department effective F07 (work order 70479 – in progress).
- 5) New COBA department chairs effective F07 – minor programming changes for that but still need to investigate what all needs to be changed and get the changes ready – in progress. Dr. Philip Morris will replace Dr. Quarles as the Accounting chair and Dr. Don Freeman will replace Dr. Green as the Economics chair.
- 6) No more course fees effective F07 (work order 68669) - programming for this is done but there are some changes that must wait until the end of summer II 2007.
- 7) New collection agency for SHSU for admin accounting (work order 60990) – I believe we are done with this and ready to promote to production but Paige is reviewing the output one last time.
- 8) Mitchell mentioned that the Coordinating Board is going to require more information on item 20 for graduate students by the end of the calendar year. This will involve knowing the year they entered a graduate program and whether they changed graduate programs and also the completion rate for graduate programs. Jacob Chandler, Nina Cushman and Suzette Kohers got together on this and came

- up with some questions for Mitchell and Somer and they are reviewing those questions now.
- 9) Mitchell also mentioned the possibility of new prerequisites on core component area courses. I believe this is being reviewed by APC. If approved, a formal work order needs to be put in for the required programming. We need to check with Mark on the status of this and decide whether the programming will be feasible.
  - 10) To the best of my knowledge, the Enrollment Management audit went well but someone more involved in it may want to discuss it at the meeting.
  - 11) Mitchell mentioned that there will be a cip code change on the SCM major codes (23 to 09) but it must be approved by the CB first. It's possible that it will be approved to be changed for the undergrad level before the graduate level so if that happens, we'll have to come up with a different major code for one of them.
  - 12) Changes to the online catalog were brought up and it was asked whether we could make such changes effective on the degree plans the following fall (for example a change made during 2006 to the 2006-2008 catalog would be effective on the F07 degree plans). It's possible that we could do a batch copy of all the degree plans and then the Registrar's office could just change those plans that are affected.
  - 13) It was mentioned that we are going to 120 hours vs. 128 hours on the degree plan in F08.
  - 14) We still need to finalize on what days and times to open advance registration for S08. 5am has been kicked around for each group. It starts 11/09/07.
  - 15) Dr. Muehsam mentioned the fact that currently our system makes you reapply if you miss a long semester and he would like to see that be good for a year for undergrads and maybe longer for graduates. He would like the system to ask if they attended another institution, however, and if they have committed a felony. He also wondered of certification programs could be excluded. He mentioned the need for a shorter online reapplication form but said it was not a top priority right now.
  - 16) The next meeting will be the 3rd Tuesday of June, 06/19/07 (provided Dr. Muehsam was able to book the room for the summer). If so, it will be held at 10am in LSC 319. I will send a reminder out right before that meeting and the minutes will be posted on the web from now on.

Please send any corrections to this document to Suzette Kohers.