

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: **Degree Audit Process Team**

Date: November 9, 2006

Time: 8:30 a.m.

Place: 109 Old Main

Present: Kathy Bennett, Mary Hennig, Mary Herrington-Perry, Barb Kuykendall, Betsy Miller, Rodney Ranes, Bonnie Wilson

Notes By: Mary Herrington-Perry

Agenda and discussion items

1. **Deadline extension:** The deadline for the DARS project completion has been extended to Dec. 15.
2. **DARS help online:**
 - DARS Error Message Guide:
http://www.dars.muohio.edu/licensed/guide/FlashHelp_Folders/RH_ErrorMSG_0305/error_messages_0305.htm
 - DARS “help”:
http://www.dars.muohio.edu/licensed/guide/FlashHelp_Folders/DarwinHelpv3.5.3/darwinhelp2004.htm
 - OWL, the online library of DARS tips:
<http://www.dars.muohio.edu/owl/secure/Dashboard.jspa>
 - Trouble Shooting: When the Audit Doesn’t Run:
http://www.dars.muohio.edu/licensed/guide/Folder_Problems/Trouble/TSGMain.htm
3. **No-list worksheet aid:** This handout from the University of Minnesota explains what effect each of the NOLIST options will have on your degree audits.
4. **Audit run with full listing:** If you run an audit with “List All” (Report tab) set to L-Full Listing, the audit will include all the “behind the scenes” encoding normally suppressed. Such an audit can provide you with an easy way to review your encoding.
5. **Interface facilitation continued:** Other non-course requirements/info we need “tagged” in Banner so that they can be brought to DARS (EWP, grad app, FLG, etc.): One additional item was reported: Math Placement Scores (Barb will identify any associated condition codes.)
6. **Update on graduation requirements**

I have built all University requirements (though not all have been tested thoroughly, and those requiring info from Banner will not work until the interface is complete). They are depicted in the DPROG below:

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Program: EIU **First Y/T:** 2006 90 **Last Y/T:** 9999 99

Title: UNIVERSITY GRADUATION REQUIREMENTS

Web Title:

Program Status: Test **DPMask:** **CIPS:** **Marker List:**

College: **Major:** **Degree:**

Comments:

Last Modified: Oct 16, 2006 3:39:48 PM **By:** MHPERRY

Requirement Name	Grp 1	Grp 2	O	R	O	P	Sum. Group	Cross Link	Alt. Catalog	Sort Flag	Report Category	Extend	Calc Group	Calc Flag
1 HSSUBREQS			<input type="checkbox"/>	<input type="checkbox"/>						4				
2 FLGREQ			<input type="checkbox"/>	<input type="checkbox"/>						4				
3 EWPREQ			<input type="checkbox"/>	<input type="checkbox"/>						4				
4 TOTALHRS			<input type="checkbox"/>	<input type="checkbox"/>						4	C			
5 RESSRINST			<input type="checkbox"/>	<input type="checkbox"/>						4	R			
6 RESUPDIV			<input type="checkbox"/>	<input type="checkbox"/>						4	R			
7 RESEIU			<input type="checkbox"/>	<input type="checkbox"/>						4	R			
8 RESJRSR			<input type="checkbox"/>	<input type="checkbox"/>						4	R			
9 RESSR			<input type="checkbox"/>	<input type="checkbox"/>						4	R			
10 RESMJR			<input type="checkbox"/>	<input type="checkbox"/>						4	R			
11 GRADAPPLY			<input type="checkbox"/>	<input type="checkbox"/>						4				
12 GE-CD		C	<input type="checkbox"/>	<input type="checkbox"/>						2				
13 GE-HUM/FA		G	<input type="checkbox"/>	<input type="checkbox"/>							G			
14 GE-LANG		G	<input type="checkbox"/>	<input type="checkbox"/>							G			
15 GE-MATH		G	<input type="checkbox"/>	<input type="checkbox"/>							G			
16 GE-SCI		G	<input type="checkbox"/>	<input type="checkbox"/>							G			
17 GE-SB		G	<input type="checkbox"/>	<input type="checkbox"/>							G			
18 GE-SS		G	<input type="checkbox"/>	<input type="checkbox"/>							G			
19 ELECTIVE		*	<input type="checkbox"/>	<input type="checkbox"/>						3	E			
20 TRANSCRIP			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						4	T			
21 DEGREE			<input type="checkbox"/>	<input checked="" type="checkbox"/>						4				

- Feel free to attach TOTALHRS to your DPROGS. Please note that it still needs to be adjusted to accommodate the different PE/MUS hours for PE/REC/MUS majors and minors. (This work cannot be completed until the interface is programmed.)
- Auditors should clone TOTALHRS and adjust for the specific CGPA requirements for their programs.
- Auditors must identify major courses with an M so I can calculate the 12 hrs. in the major residency requirement.
- I will apply the transfer student residency requirement (i.e., 56 hours from a senior institution?) to all students, since anyone may have transfer work.

7. Update on the Application for Graduation (saved for future discussion)

8. Other Issues?

- I will be organizing a meeting with the DARS TA group so that we can talk about how they intend to encode proficiency credit, portfolio credit, etc. The key issue

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is ensuring that we know what they are doing so we can encode audits appropriately.

- Some courses must be taken AU, but because the Grade Master table is not set up to allow AU course to count, these AU courses do not satisfy sub-requirements. At this time, however, the group agreed it was not appropriate to change the grade table since doing so would allow all courses taken AU to count. We should investigate encoding the Exception Table to allow required AU courses to count.
- Auditors noted that it will be necessary to encode discrete TOTALHRS and RES requirements for double majors and consecutive majors (when we have time).
- Banner cannot accommodate the current repeat policy (which requires that the earned credit stay with the first iteration of a course but that the GPA come from the highest graded course), so the policy will be changed. In anticipation of a change, I have set DARS up as follows: The first attempt does not contribute to anything; of subsequent attempts, the best grade earned is the one that contributes to the GPA and to attempted and earned hours (and satisfies the sub-requirement). Other attempts count toward the GPA and attempted hours but not toward earned hours. Stay tuned for possible changes, and for further discussion as to whether or not DARS can be “forced” to process two different repeat policies, the old and the new, when it cannot be date ranged.
- Mary and Kathy are exploring ways to encode the MIS program, which has this wrinkle: Students do not have to select a concentration, but if they do not, they must complete additional coursework. At least two possible solutions were discussed: Asking the School of Business to re-package this additional coursework as a “general” concentration so that it can be encoded with the CON\$ marker; or making the additional coursework optional (ALT VIEW-Required field) unless the student does not have a minor (requires a condition code and probably encoding by ITS that identifies majors without a minor).
- Rodney is looking for a way to encode the graduate requirement disallowing students from counting more than 9 hours of C grades. It was suggested he try modeling this requirement on the RESJRSR requirement, such that one sub-requirement counts a maximum of 9 hours of C and assigns them a condition code (I used “n”), and the second counts every C, rejecting the nine hours identified in the first sub-requirement. This required that a condition code be set up in the Grade Master table to identify only the C grades (I used “c”). This appears to work.
- There is nothing yet in the repeat table. Auditors need to enter courses from their colleges that *all* students are allowed to repeat—otherwise repeat courses will be processed according to the repeat policy. Those encoding course repeats allowed/restricted by particular majors should consult with the auditor for the college offering the course before adding entries to the repeat table.
- Differentiating between condition codes

Use **Assign Code** (Sub-requirement Alt View, “Condition Code Assignment”) to *attach* a condition to a sub-requirement. In the first sub-requirement in the RESJRSR requirement, for example, I have assigned a code of r to the first 60

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hours students complete, courses I do NOT want the requirement to count when it calculates junior-senior residency.

Use **Accept/Reject** (Sub-requirement “Matching Rules”) to accept or reject items previously identified with that code. In the RESJRSR example, the second sub-requirement rejects anything coded with r (courses the student took as a freshman and sophomore). The Accept/Reject code may also reference something tagged in the Grade Master table (grades of C or better, for instance).

To complicate matters, System Condition Codes also may be assigned. These pull information across the DARS/Banner interface or from the Exception Rules and determine whether or not particular sub-requirements apply to students.

- Barb and Mary HP will be attending an advanced encoding workshop in December. Auditors were asked to share issues they would like the Miami-DARS experts to solve.

9. **Next Meeting:** As needed

Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
1.	DARS Training	MHP, MH, BK	2-10-06	Completed as planned
2.	H40 Cleanup	MHP & Auditors	3-3-06	Completed as planned
3.	Academic Naming Conventions	MHP & Auditors	3-3-06	Completed as planned
4.	Degree Audit Completion Schedule	Auditors	3-20-06	Completed as planned
5.	DARS Training	Auditors	4-14-06	Completed as planned
6.	DARwin Installation	ITS	5-15-06	Completed August 2006
7.	Audit Building	MHP & Auditors	11-30-06	Underway
8.	Transfer Articulation	Records Staff	11-30-06	Expect extension
9.	DARS/Banner Interfaces	ITS	9-1-06	PROD Rescheduled for 1-15-07