

Registrar Advisory Council

September 18, 2019

9:00AM, Nighthorse Campbell M24-204 Conference Room

In attendance:

Heather Peterson (Office of the Registrar); Lara Medley (Office of the Registrar); Charity Moser (Office of the Registrar); Rachel Wagmaister (Skaggs School of Pharmacy); Teresa Bauer-Sogi (Graduate School); Dan Hussey (College of Nursing); Ingrid Eschholz (College of Nursing); Beverly Brunson (Skaggs School of Pharmacy); Melissa Ishida (Physical Therapy); Vonelle Kelly (Physical Therapy); Michele Parsons (Graduate School); Steven Winterbach (Anesthesiology); Helen Macfarlane (School of Medicine); Deborah Jackson (School of Medicine)

Next Meeting: October 16, 2019, 9:00-10:00 AM, Nighthorse Campbell M24-204 Conference Room

1. Introductions of new council members

2. Approve August meeting minutes

- Council unanimously approves minutes.

3. General Announcements

- Curriculum Reminders
 - Since the last RAC meeting, classes have rolled for Spring 2020. The Registrar's Office will continue to accept Course Proposal forms throughout the semester: October 11th is the priority deadline to allow for timely processing prior to enrollment; Registration opens (for most schools/programs) on October 28th – as a reminder, once students are enrolled in a course, no changes can be made to the course, with the exception of adjustments to enrollment capacities. The final deadline for course proposals is December 20th – changes may be made to courses without enrollment; no proposals will be processed after the first day of the term; all courses must be finalized prior to enrollment; students may not participate in any course for which they are not officially enrolled in CU-SIS.
 - The Registrar's Office will not be offering a class building workshop for spring; however, training is available for new employees as well as those needing a refresher on an ad hoc basis.
- Residency Tuition Classification
 - Petitions for Spring 2020 open on October 7; the petition will remain open through December 16th, with a priority deadline of December 2. The Registrar's Office will reach out to students who are potentially eligible to establish residency to encourage them to submit a petition.
- Security Access Discussion
 - Discussions have been taking place regarding security access roles across both Denver and Anschutz campuses; in the near future, the Registrar's Office will be sending out an email to affected stakeholders soliciting feedback to identify what access is needed for success across positions on campus. This information will help the Registrar's Office better identify the common ground across all schools, programs, and departments, as well as maintain compliance. In some instances, more access may be provisioned to foster success and more effective service to students. Additionally, a comprehensive security review will allow for quicker provisioning of security roles for new hires and transferred employees.



Registrar Advisory Council

September 18, 2019

9:00AM, Nighthorse Campbell M24-204 Conference Room

- As a result of the security access discussion, some questions were raised:
 - Will there be an option for some additional access that may not currently be known?
 - How is access terminated when personnel leave?
 - What impact will this have on the provisioning process for adding new faculty to the Instructor/Advisor table? Will this hasten the turnaround?
 - Will access be equitable across campuses to ensure that student records are handled appropriately? For example, will access be provisioned in such a way that rightfully disallows one campus from matriculating the applicants of another, even within a shared career? And, are there exceptions to personnel managing dual degrees? The Registrar's Office is willing to research specific situations if given more particulars/details.

4. Training on Query Viewer

- A training guide was provided to attendees for viewing queries, and will be distributed electronically upon request.
- General questions, relevant to Query Viewer:
 - How do I get access to Query Viewer?
 - Email UCDSecurityAccess@ucdenver.edu; copy Heather.L.Peterson@CUAnschutz.edu, requesting access to Query Viewer in order to access reports created by the Office of the Registrar.
 - How do I organize queries?
 - Query Viewer allows users to "Favorite" their regularly used queries for quicker access. When launching Query Viewer, the screen defaults to "My Favorite Queries." CU-SIS allows for easy sorting by clicking on the blue heading of each column (i.e. Query Name, Description, etc.).
 - What queries are needed?
 - Query that provides list of students with grades of I – this is covered in the Missing Grade report; the Office of the Registrar will custom build missing grade reports for each school/program.
 - Financial Aid/Scholarships
 - Emergency Contact information
 - A query filtered by school/program that identifies academic level to more effectively support off-cycle students
 - Students who are term activated in multiple careers
 - Residency queries for individual Graduate School programs
 - Student Major/Minor report
 - This report already exists in CU-SIS, via the following navigation: Main Menu>Records and Enrollment>Career and Program Information>CU View Students Major/Minor.
 - How do I request a query?
 - Staff members needing a specific report or query should contact Registrar@CUAnschutz.edu. The office staff will then research if such a report already exists to determine if a new one should be built. Alternatively, depending on the data requested, information may be pulled



Registrar Advisory Council

September 18, 2019

9:00AM, Nighthorse Campbell M24-204 Conference Room

into a CU-Data report from the Data Warehouse (24 hours old vs. real-time), and can be requested via Registrar.Reporting@ucdenver.edu.

- What is the difference between CU-Data and a query in CU-SIS?
 - CU-Data (formerly known as Cognos) is 24 hours old, and includes data from other sources (not just CU-SIS, legacy systems); can pull a larger amount of data for more global analysis.

5. Disciplinary notations on transcripts

- Registrar's Office briefly provided the historical context of this initiative, explaining that suspensions/expulsions would be placed on transcripts as a result of sexual misconduct. Future RAC meetings will allow discussion on other types of disciplinary notations and the corresponding reasons (Clery Act, professional, etc.).

6. Adjourn

