



DARS/u.select News

Special points of interest:

- **MNTC Audit Review & Analysis in the works**
- **Regional Open Labs offered around the state**
- **Annual maintenance to TRANSCRIP**
- **Hiring a DARS Encoder?—Applicant abilities/apptitude**
- **DARS Load Fix**
- **ST1100UG—Area Study DARS Catalog for the Minor Fix**
- **Campus Announcements**

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Announcements:

MnTC Audit Guiding Principle Review & Analysis

We are continuing the review and analysis of the checklist for the EMNTC Audit by individual institution. If you have not already been notified, you may be receiving a copy of the analysis via email within the next month or two. See January & February 2011 Newsletters for details.

DARS/u.select Regional Open Labs Available

We offer five out-state open labs each semester – Out West, Up North, Central, Down South, and North Shore locations. These labs are available to give you an opportunity to focus on specific encoding and transfer articulation needs, working one-on-one with DARS support staff or just devoting a day to work on DARS without the usual activity or interruptions at your office. See locations, dates and registration details in the Open Labs section of this newsletter. Minimum registration numbers are needed in order to hold these labs, so please don't wait to register! These labs are for YOU!

Time to be thinking about updating your TRANSCRIP requirement...

With Summer and Fall registration just around the corner (can you believe it?!), it's time to determine when you should add the future Academic Year Terms to your TRANSCRIP requirement for Interactive Audits. "How to" documentation is posted at: http://www.dars.mntransfer.org/updates/documents/pdf/IA_TRANSCRIP_Mainten.pdf

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Campus Announcements:

We invite you to let us know about information you wish to share with other MnSCU schools. We particularly welcome news from you that will impact DARS encoding and transfer processing within MnSCU. Celebrate accomplishments by sharing your victories ...small or large ... with your colleagues.

Century College – Course Number Re-Used

Century College's MKTG2065, experimental course for Spring Semester is a re-used number. It is not equivalent to or an update of the MKTG2065 that was offered in Spring of 2000.

Thtr1020, Introduction to Theater , Goal 6, added Goal 8. Goal 8 retroactive Spring 2004.

Ridgewater College – SPCH to CMST

Starting Fall 2011, Ridgewater College will be changing their SPCH discipline courses to CMST.

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Accurate/Current Program Information in u.select

As we promote u.select, it is important that program information is accurate and current. u.select Administrators have been sent a reminder to review program information and add/delete/edit programs appropriately. Please help your u.select Administrator and notify them if you see that programs are not up-to-date as you use and work with students in u.select.

Hiring a DARS Encoder?

Anticipating that is unlikely that they will have any applicants with actual DARS encoding experience, one of your colleagues was wondering if anyone had some test questions to administer to an applicant to help determine their aptitude for DARS encoding. A response was received via the national redLantern Forum:

"...when hiring an encoder we were looking for someone with the logic skills necessary (but not necessarily a background in computer programming). To look for those skills we included a few sample LSAT (Law School Aptitude Test) questions from the logic section of that test. They were very helpful for reviewing applicants' skills and abilities, and our successful candidate later commented that those questions were very appropriate given the tasks that are required for encoding. We used this as a tool in addition to the interview, further testing, etc, to help make our decision."

If this sounds helpful to you, we suggest that you do an internet search (like Google) using 'LSAT logic questions' and there are many sample questions available to use as part of the interview process.

'DARS Load' Fix

When pushing the DARS Load button in the eTranscript process, if the student had two courses in the same term with the same number of credits but with different titles, only one of the courses would load. As of the March 5 production rollout, the DARS Load process will also check the title and if that is different, then both courses will load.

ST1100UG – Area Study DARS Catalog for the Minor fix

In July 2008, functionality was added to ST1100UG Area Study tab so that a year/term could be set on the student(s) minors to specify a year/term to be run for the student's minor in the Degree Audit. No Uniface changes were made at that time, so the field remained grayed out even though it was functional.

As of the March 5 production rollout, the DARS Catalog YRTR field will no longer be grayed out. When no value is entered in this field, the default Catalog YRTR for the minor is the same DARS Catalog YRTR as shown for the student's major.

The original documentation for DARS Minor Catalog is at http://www.dars.mntransfer.org/updates/documents/pdf/Dars_minor_catalog.pdf and will be revised to reflect this change.

Curriculum Corrections:

Mesabi Range Community and Technical College

HIST 1568, Minnesota History added Goals 5 & 10, Spring term, 2010.

Century College

THTR 1020, Introduction to Theater, Goal 6, added Goal 8. Goal 8 is retroactive to Spring 2004.

Documentation:

Graduation Clearance Audits

More schools are determined to get the most 'bang for their buck' from their efforts to make their Degree Audits as accurate and complete as possible. There has been recent concern about excess in-progress courses that change a graduating student's DARS audit overall completion status to an In-Progress status. Once that happens, an individual review of the audit must be done to determine whether or not the student can be cleared to graduate.

Documentation has been created to show how to customize DARS processing for audits run at time of graduation clearance, specifically to ignore In-Progress courses not needed to meet graduation requirements. This documentation can be found at:

http://www.dars.mntransfer.org/updates/documents/pdf/grad_clearance_audit.pdf

Reusing Course Numbers—Revised

Revised documentation for "Reusing Course Numbers" has been posted. No critical changes other than updating screen prints. However, there has been a note added regarding the use of "%" (wildcard) when using Find Course. Revised documentation can be found at:

<http://www.dars.mntransfer.org/updates/documents/pdf/number27.pdf>

Reusing Course Numbers, Controlled via String Table—Revised

Revised documentation for "Reusing Course Numbers, Controlled via String Table" has been posted. No critical changes other than updating screen prints. Revised documentation can be found at:

http://www.dars.mntransfer.org/updates/documents/pdf/String_and_Departmen.pdf

Updating u.select—Revised

Revised documentation for "Updating u.select" has been posted. This documentation shows u.select Administrators step-by-step instructions on how to delete programs, add new categories, change program names and run program. COM Table Override Codes by School have been added at the end of the documentation. This revised documentation is located at:

http://www.dars.mntransfer.org/updates/documents/pdf/Updating_CAS.pdf

SQLs:

No new SQLs to report this month

Training & Conferences

Training dates for Spring 2011 are posted below. If you have new or existing staff that will be using DARS or u.select, please encourage them to attend the appropriate training session(s) as they are announced. Even if you or your staff already attended training, you are welcome to attend again. Many people find a return visit to training helpful.

- ◆ **Transfer Articulation Training** – Fall 2011 dates will be announced at a later time.
- ◆ **Basic Encoding Training** – Fall 2011 dates will be announced at a later time.
- ◆ **u.select Advisor Training** – Fall 2011 dates will be announced at a later time.
- ◆ **u.select Administrator Training** – training offered via WebEx upon request, (after registering, participants will be contacted to arrange date & time).

All training will be held at Wells Fargo Place in Saint Paul, unless otherwise indicated. Training will be in Room 2204 or 3354, depending on the number of registered participants.

Registration for all training, open labs, and conferences can be found at the following link:

http://www.dars.mntransfer.org/training/training_index.html.

The format will allow you to check the dates of the training, review agendas, and register from the same page. **REGISTRATION DEADLINE:** 1 week prior to training or open lab dates.

Upon completion of all training and labs, please complete the Training Evaluation at:

<http://www.dars.mntransfer.org/training/evaluation.html>.

Third Wednesday & Thursday/DARS Open Labs

Third Wednesday & Thursday – March 16 & 17 at Wells Fargo Place, Room 2204 or 3354. **REGISTRATION DEADLINE:** 1 week prior to training or open lab dates.

- ◆ **DARS "Out West" Open Lab** – is scheduled for March 10, 2011 at Minnesota State University Moorhead, 8:30 a.m.-4:00 p.m. in Library 204.
- ◆ **DARS "Up North" Open Lab** – is scheduled for March 30, 2011 at Northwest Technical College (new location), 8:30 a.m.-4:00 p.m. in Room 322.
- ◆ **DARS "Central" Open Lab** – is scheduled for April 5, 2011 at Quarry Center, Waite Park, 9:30 a.m.-2:30 p.m. in Training Room 115 (new training lab, across the hall from previous lab).
- ◆ **DARS "Down South" Open Lab** – is scheduled for April 7, 2011 at South Central College, 9:30 a.m.-2:30 p.m., at one of two locations (depending on attendance interest) North Mankato campus – Room C-129 or Faribault campus – Room C-112.
- ◆ **DARS "North Shore" Open Lab** – is scheduled for April 14, 2011 at Lake Superior College, 8:30 a.m.-4:00 p.m. in Library Bldg Room E1022.

REGISTRATION: http://www.dars.mntransfer.org/training/training_regform_new.html

DIRECTIONS: http://www.dars.mntransfer.org/registration/directions_WFP.html