

## DARS Team: 2002-2003 Task List

Tasks are grouped under numbers:

- 1 Training & Scheduling
- 2 Progress Report
- 3 User Support
- 4 Staffing Changes
- 5 Future Projects
- 6 Technical Projects
- 7 ISRS Projects
- 8 SPEEDE

Tasks added since July 2002 are identified in *blue italic*. Tasks from 2001-2002 are noted as **Carry over** items. Completed tasks are **gray**; projects in **yellow** are active.

Task No.	Task	Primary Responsibility	What will this take?	Completion date
1.1	Campus Encoding Needs Assessment & Progress Survey	LT writes, GB sends	Email sent 9-25-02	10-16-02;draft published 10-17-02 <a href="http://www.dars.mntransfer.org/progress_sept02_010703.pdf">http://www.dars.mntransfer.org/progress_sept02_010703.pdf</a>
1.2	Nov. 13-15, Basic Encoding	LT announced 10-07-02	ETC lab	11-15-02
1.3	Nov. 20-22, TA Encoding	LT announced 10-07-02	ETC lab	11-22-02
1.4	Dec. 5-6 Follow-up Basic Encoding	LT announced 10-07-02	ETC lab	12-6-02
1.5	Late Jan or early Feb, TA Encoding	LT announced 1-7-03	ETC lab	Jan 27-29, 2003
<i>1.5.b</i>	Basic Encoding	LT announced 2-12-03	ETC lab	Feb 26-28, 2003
<i>1.5.c</i>	TA Encoding	LT announced 2-12-03	ETC lab	Mar 26-28, 2003
1.6	Jan - April, "Third	LT enquire in Needs Assess.	S Scheduled labs for Thur & Fri,	Jan: Dakota, Mankato, Saint Paul; Feb: Mankato, Hibbing, Alex, Century

	Thursday" Topical Encoding	MD announced 1-7-03	Jan-April	March: Century, Fergus, So Cent, Inver, Metro, Saint Paul, Dakota Co, Northland, A-R
1.7	Third Thursday & Friday extended <b>User Group 4/03</b>	MD announced 5-1-03	June-July	
1.8	One-day topical workshops			
1.9	ETC Training Lab for requested personalized training needs	Request to DARS team; team member secures labs		Winona: 7& 10-02, Mankato: 9-02, North Hennepin: 2002, Normandale: 10-02, St. Paul TC: 10-02, Century: various, Dakota Co., South Central: 3-03, St. Cloud: 3-03, Hennepin TC: 4-03.
1.10	Training topic: Get Ready for the Web Audit			
1.11	Training topic: Analysis tables		Need to understand properties of Analysis tables	
1.12	Training topic: Exceptions		Documentation on web	Presented as Third Thur: Mar.
1.13	Training topic: Condition codes			Presented as Third Thur: Jan.
1.14	Training topic: 2001 Ed Bill: Reject Flags & Waiving Goal Areas		Documentation on web	Presented as a Third Thursday: Feb.
1.15	Training topic: Non-collegiate TA: AP, Military		Documentation on web	
1.16	Training topic: Honors for			

	Graduation			
1.17	Training topic: How to Test Encoding			
1.18	Training topic: CAS on your campus			
1.19	Training topic: Tech Prep	LT & MD	Pilot encoding done at ETC. 10 & 11-02 June 03 target for remainder of MnSCU	a/o Mar. 2003, on-hold, as Tech Prep Transcribing Task Force wants TP to appear within a term as a college course, not as transfer work.
1.20	Training topic: Creating and sending the DARS MnTC 'out' Audit		Documentation complete. Registration group meets 10-29-02. Include as a question on 2003 Allocation form	
1.21	Training Topic: NCAA Reporting <b>User Group request 10-24-02</b>	Documentation on DARS-Miami site Pat Carmody to explore summer 2003		
1.22	Plan 2003-04 Strategic Planning: Bemidji			
2.1	Begin exploring the possibility of Jason and Margo starting a "DARS to Go" training company	MM has talked to an attorney	Incorporation	Completed incorporation: Mueller Consulting

2.2	Showcase DARS at Fall Rutgers CAO			
2.3	<i>Attend MnSCU meetings to support DARS</i>		<i>Tech Prep 09-02 MnSCU Counselors??10-02?? Transfer Specialists 10-02</i>	
3.1	Manage Help Desk: use of Right Now! Technologies		3/10/03 Team decides to carry forward the recommendation	To 2003-2004 on a "if we think we need it basis." <b>Carry Forward to 2004</b>
3.2	Alias e-mail system to notify campus personal to re-set passwords;	GB	Set up Group Wise e-mail group announcing necessary password change every 45 days.	11-12-02 first announcement
3.3	Set up a link from ITS pages to DARS team	DJ	<a href="http://www.its.mnscu.edu">www.its.mnscu.edu</a> under Quick Links, linking to DARS page on mntransfer.org	08-02
3.4	Create a FAQ or live chats for MnSCU		This could be handled by using the Right Now! Product.	<b>Carry forward 2004</b>
3.5	CAS Production stage planned for Sept., 2002	LT & FF	Laurie and Fred re-load SWSU, AR, Ridgewater & Cem. Plan for April or May 2003	
3.6	CAS Documentation of ETC set up and campus set up		Meet with U of M and MnSCU: 4-22-03.Documentation	

			to follow May 2003	
3.7	3 DARS User Group meetings	Fall: Oct 24 2003	April 24 user group planned at St. Cloud TC	
3.8	Needs Assessment and User Group		Create assessment for April meeting.	Posted to User Group from dars info 5-14-03 A/o 5-19-03, two members responded.
3.9 3.9.1 3.9.2 3.9.3 3.9.4 3.9.5 3.9.6 3.9.7 3.9.8 3.9.9 3.9.10 3.9.11 3.9.12	3.0.1 version Pre-announce Patch & test Create CD to install Complete data base changes CD's mailed E-mail enhancements to campuses Roll out 3.0 Review updates in light of 3.0 Remove Update 6 (Replace with 3.0?)	DJ, FF, GB, LT, & MD	Worked on versions with Miami University	3.0.3 rolled out 10-04-02
3.10	Establish a Web audit pilot with Ridgewater, Inver Hills, and Bemidji	LT	Bemidji to roll out 10-25-02 North Hennepin 12-02 Working on Convert table fix	Bemidji, N Hennepin, Inver, HTC, Central Lakes, Lake Sup. Fix DARS engine and rollout 3-4-03 <b>DARS engine 3.0.4</b> Fix DARS engine (1.23) as system condition codes was "sticking around" for following students. Rolled out 4-11-03 <b>DARS engine 3.0.08</b>
3.11	Announce Web Audit Pilot in MnSCU newsletter			
3.12	Export process	LT & FF	Testing with	Rolled out

			Southwest SU and Alex Tech <a href="#">Resume working on Export: 03-03, testing with Donna and Mary Johnson. LT to review documentation.</a>	08-21-02 Fix rolled out 3/5/03  <b>DARS engine 3.0.4</b>
3.13	Who will be responsible for SPEEDE implementation at MnSCU?	Cynthia M. work plan 9-19-02.	Select pilots: Anoka Ramsey and St. Cloud SU. Announced at Fall TS Conference 10-11-02	Fred completes initial phase of set up programming <a href="#">SPEEDE presented to Registrar Group: 02-03. Uniface process needs testing. Phase I: need ability to create a paper transcript; involve Admissions Group and campus ISRS campus staff to accept transcript for non-admitted students. Phase II, mapping to TA rules in DARwin, an additional 6 weeks after successful pilot testing.</a>
3.14	Allocation of Money to campuses	LT announced via list serve 2/13/03; letters followed	Mailing contained Agreement, and DARS surveys: 8-2001 & 1-2002	<a href="#">A/o 03-10-03 Approved: Alex TC, Anoka Hennepin TC, Anoka-Ramsey CC, Bemidji SU, Central Lakes CTC, Century CTC, Dakota Co TC, Fond du Lac CC, Hennepin TC, Hibbing CTC, Inver Hills Cc, Itasca Cc, Lake Superior CTC, Mesabi Range CTC, Mn State-Southeast TC, MSU-Mankato, MnWest CTC, Normandale Cc, Northland CTC, Rochester CTC, South Central TC, Southwest SU, St cloud TC, Saint Paul C, Vermilion CC, Winona SU.</a>
3.10	Version 3.0.4	DJ made CD & made e-mail announcement 3/03		Completed 3/10/03 No adverse results; Winona reports TA improvement.
4.1	Staffing changes will be reviewed again based on Needs assessment and when Help Desk use is evaluated.	GB to attend Basic Encoding training		
5.1	"Turn on" the	FF to explore <b>GB added</b>	<a href="#">Announce as a possible campus</a>	

	analysis table function	4/03	Allocation Grant?	
5.2	Documentation of Analysis Table	FF & DJ 1/03	Add a COM to campus DARS & set up INCLTOP for this	
5.3	Solicit response from User Group and campuses for use of Analysis Table	LT	Query fall User meeting. Attach to 5.1 & 5.2	
5.4	Identify and report annual curriculum changes for each campus	MD & FF	Priority set for 1-14-03 Fred has process to pull CU-cou files. Mary contacts Fred for current CU-cou files. Use ExamDiff technology to compare. Set up file in S drive; pull and compare late with 2003-04 curriculums.	User Group recommends twice yearly curriculum for comparison.
5.5	Establish a procedure for Mary to transport catalogs to campuses, rather than the current system of requesting each transport of Fred	FF & DJ	A/o 1-10-03, IT sets up barrier concerning Daryl's security rights to do this. Need to talk to Gary L. IT not willing to give Daryl security for this function.	Currently not possible unless Fred creates a different process. Ball in Fred's court, if or when current process is too cumbersome.
5.6	Identify from	MD & FF	Process complete.	Complete and announced 03-18-03

	<p>Student Transfer Maintenance (ST1111UG) the transfer schools unarticulated in DARS for a particular student. Include this information in the student's audit via a (possible) Incltop enhancement <b>Carry forward: User Group</b></p>		<p>1-27-03. Function is #PT# Will be rolled out soon. Fred has completed work on this INCLTOP enhancement: #PT#; Mary has documented. Announcement is part of INCLTOP rewrite. Mary to write full doc. See follow up enhancement 5.12</p>	<p><b>DARS engine 3.0.4</b></p>
<p>5.7</p>	<p>Additional # code (possibly #M) to INCLTOP to print in INCLTOP transcript messages that a campus has on ST1135 (like Ridgewater's PTK membership). The desired message code from that screen might be used to target the desired messages to be printed <b>Carry forward: User</b></p>	<p>FF, MD</p>	<p>ST1135UG allows for 5 MnSCU defined transcript message positions (forcing messages to appear in different places on the transcript), and campus validated message codes, plus a free from text option. We need more input from user group to sort out use. #TM</p>	<p>Present options to April User Group meeting.</p>

	<b>Group</b>			
5.8	<b>INCLTOP</b> <i>enhancement: ability to turn off/on Grading Option of pass/fail or A/F. Use enhancement with condition code. User Group 11-02</i>	DJ & FF	Fred has completed this as an INCLTOP enhancement: #GM, Daryl has documented. Announcement is part of the re-write of INCLTOP documentation.	Complete and announced 3-19-03  <b>DARS engine 3.0.4</b>
5.9	CAS 3.0 by 9-01-02. Fred will work with Miami U to convert to CAS 3.0 according to their timetable	FF & LT		09/02
5.10	<i>Report to campuses via DA0001CP rules in TA, both local and dvlp. Request from FTS 2002 Ann Nelson requested at Basic Encoding: have the rules sent to a word document useable as a worksheet to be posted on mntransfer.org. 11-15-02</i>	LT & FF	Fred thinks that Stacey (Miami) could assist with this. He will contact her. 1/03  1-27-03Fred reports that the Transfer Report has been modified. Tested 2/3/03	"TA Rule Report" complete and announced 3-18-03  <b>DARS engine 3.0.4</b>
5.10.A	<b>In current usage, when</b>	FF & MD	I found the problem and	<b>DARS engine 3.1.01</b>

	<i>a campus has three alternates, only two print on the TA Rule Report.</i>		fixed it in version 3.1.01. When we roll this new version of the dars engine out it will show all alternate courses.	
5.11	<i>Basic Programs recommended on DA0001CP via drop down window pointing to the active programs in DARwin. 11-15-02</i>	1/09/03 FF, DJ & MD discussed request. Feel that the numbers would eventually	become too large to be manageable. A list of active programs for the person requesting the "What if" audit might be a better solution, as Fred's list would include all programs,	
5.12	Enhancement to 5.6: add condition code application to allow a requirement to be turned on with message. Donna M. request.	MD to work with FF		#PT# updated 4-3-03  <b>Application to DARS engine : 3.0.07</b>
5.13	DARS team decision to document DA00001CP enhancements	DJ	Document use of "E", "A", options on Darwin Report User Option Id line, rather than from the Run Bar. Update "Q" and "X" to allow social security # functionality for all of above. Fix Q option for multiple same term	Announced and documented, Additional DA0001CP functions : 3-24-03  <b>DARS engine 3.0.05 DARS engine 3.0.07 (a fix, and not announced, as documentation on this already posted 3-24-03)</b>

			courses. (Home to Home schools)	
5.14	Change DA0001cp audit request to accept periods as well as commas between tech id numbers. The ability replicates transcript request capabilities. <b>User Group request: 10-02</b>	FF		Announce 3-24-03 with Additional DA00001CP functions. <b>3.0.05</b>
5.15	Formatting audits for e-mails, needed for sending to students and institutions (the MnTC audit). Audits look ok, but we need to VMS system to be able to format audit in e-mail. <b>User Group request: 10-02</b>		<b>Forward to 2003-04 task list</b>	
5.16	DARS Team decision to re-write and document INCLTOP enhancements	MD	Revise some of current documents. DARS Team to write new options.	"Audit customizing" complete and announced 3-19-03. New options: #PT#, #GM, #RP, #CT, #CO <b>DARS engine 3.0.4</b>
5.17	INCLTOP enhancement	FF & DJ	Have Donna	#RC documentation complete (DJ), announced at MnSCU

	<p>to pull Registration access code from Advisor Maintenance ST1108UG. Functionally it would allow campuses to run batch audits with access codes to replace a "Permit to Register" which currently includes these numbers for advising use only. Pull codes (up to two) for terms greater then current term. Possible enhancement might be: #AC [Access Code] with year/term [20041], resulting with the access number printing on the audit. If the access code for the term has already been used, no code to print. Donna request, <u>User Group recommends this enhancement.</u> <b>User Group 04/03</b></p>		<p>present to April DARS User Group</p>	<p>DARS User Conference 6-6-03</p> <p style="text-align: right;"><b>DARS engine 3.0.09</b></p>
<p>5.18</p>	<p>Enhancement to 5.6 request: convert TA rule report to Excel or Word for posting on mntransfer.org 3-23-03 <u>User Group recommends</u> <b>User Group 04/03</b></p>	<p>Fred and Gina to explore</p>	<p>Gina &amp; Fred have a process in which Gina runs a TA Rule Report for a specific campus from DA0001CP to a fake printer. Fred then pulls the report and sends to Gina as a txt file.</p>	<p>Presented and announced at MnSCU DARS User Conference 6/6/03</p>

			Gina will then tweak and post on MnTransfer. Test will be Angie with Bethel to Century table.	
5.19	DARS Team request to read COM; fix for Export, TA Rule Report, and X & Q options.	FF		Completed 3-24-03  <b>DARE engine 3.0.06</b>
5.20	Request for requesting multiple copies of audits from DA0001CP Campus (Winona)	FF & MD		<b>DARS engine 3.0.09</b>
5.21	Web audit usage statistics <u>User Group recommends</u> <b>User Group 04/03</b>	FF	Pull numbers and programs daily and send to a spread sheet; Gina to send or post.	
5.22	Send TA Rules Report via email <u>User Group recommends</u> <b>User Group 04/03</b>	FF & GB	FF pulls form campus DARS, sends to Gina, who adds and subtracts, and puts on mntransfer. A/o 5-19-03 needs a bit more work to refine and doc. (GB & MD). Announce at User Conference. a/o 5-27-03, Fred	Announced at MnSCU DARS User Conference 6/6/03

			<p>thinks that the end of year feature will be to download this from the browser. On hold until then.</p> <p><b>a/o 5-29-03, Tim Meath is assisting in working on process to send report in email.</b></p>	
5.23	<p>INCLTOP enhancement printing completed major/degree in Student Degree Maintenance (ST1131UG) when previous degree completed date is less then current date. Print date, major, degree, &amp; degree code.</p> <p><u>User Group recommends</u> <b>User Group 04/03</b></p>	FF & MD	<p>FF needs has examples from Kelli for local degrees, and from Michelle for transfer degrees.</p>	This will be #PD
5.24	<p><b>Request</b> When I go to run an audit on a Grad Student who got their undergrad at SSU. Instead of running the audit of the 1<sup>st</sup> term of their Graduate status it goes to ST3602UG and runs the catalog year of their undergrad degree. Which makes sense. I believe he has it go to</p>		<p>Check with Pat. "If graduation date in ST3602 is past, then ignore ST3602 and revert to ST1104."</p>	This may be a piggy back enhancement with #BT 5.30

	ST3602UG first before it checks 1 <sup>st</sup> year term of application. I have just been making that correction on Joe Cool as I come across those students. But for places that have larger GRAD enrollments than SSU. It will be an issue. <b>Campus: SWSU</b>			
5.25	Curriculum Project identifies campus curriculum changes. Baseline CU_cou files compared with future date files using ExamDif. Save files on s: drive and CD. Publish changes on mntransfer. <u>User Group recommends</u> <b>User Group 04/03</b>	FF & MD	Compare with curriculum in Fall 2003 term.	Announced MnSCU DARS User Conference 6/6/03
5.26	Request "Passing in an indicator of 'on site' versus 'off site' with the course in order to distinguish how it would be accepted in a requirement when the course designation itself on the two courses looked identical." Could this also include identifying on-line course? <b>Campus: Mankato</b>	FF & DJ	Documentation	#IT documentation complete (DJ). Fred release d 5-29-03 Announced MnSCU DARS User Conference 6/6/03 <b>DARS engine 3.1.01</b>
5.27	Change dprog message from "No Program Found" to	FF & LT	Web documentation updated and posted 5-9-03.	

	<p>UNDECIDED or NO AUDIT. If no major is listed in ST1104UG, then the UNDECIDED audit will print; when program and/or dates on the student record do not match DARS programs, NO AUDIT will print. Campuses will have to write the UNDECIDED and NO AUDIT programs and requirements.</p>				<p><b>DARS engine 3.0.09</b></p>
5.28	<p>We need to explore an enhancement that allows the user to set the Receiving Institution ID in ST1111UG probably via an INCLTOP enhancement. Problem: When Nadine exports, the ID that populates automatically is 0147 (Mesabi, perhaps?) and she now has to manually change it to 0311 for Vermillion CC. In discussing this with Fred, he thought the best way to handle it would be an INCLTOP setting.</p>	FF	<p>Check into export for campus id. Is this Incltop enhancement?</p>		
5.29	<p>I also want to talk to Fred about adding a new #AD that will have DARS looking at the Begin YR TR in ST1102UG rather than the Admit YR TR for catalog of</p>	FF	<p>Sequence currently is (default): ST1104, #AD for ST1102, and if blank, then</p>	<p>#BT documentation complete (DJ). Fred released 5-29-03. Announced MnSCU DARS User Conference 6/6/03</p>	<p><b>DARS engine 3.1.01</b></p>

	record for audits. Winona needs this to 'eliminate' quarter students (who are re-admits) from being able to get audits via the web.		ST3602. Highest priority would be #BT for ST home campus.	
5.30	<i>Century reports that with #PT#, add prior transfer institutions are brought into the audit, including CLEP and AP. These are not removed with Joe Cool articulated courses because these are not active FICE codes.</i>	FF & MD	Mary needs to get an example from Century for Fred to look at. Is this from the Institution id or the FICE code for 999999?	
5.31	Reorganize Customizing Audits on the web			
5.32	Re-write, as one documentation, Prioritization of Catalog Year/Term in Audit Processing, and Audit Catalog Year Term.			
6.1	<b>Revise the Update area of the web site</b>	GB	Mary reviewed site. Gina & Mary revised.	Launched 9-24-02
6.2	<b>Complete encoding all MnSCU and U of M catalogs in DVLP</b>	27 MnSCU & U of M TC complete	Jason to complete MnSCU, beginning in Nov. 02	All MnSCU semester catalogs are available. 1-24-03 Quarter: NHenn, Century
6.4	<b>Consider adding North and South Dakota, Iowa and Wisconsin border catalogs based on user request/assessment.</b>	JH, if time permits	Jason is beginning quarter catalogs for metro schools, using Home to Home when possible. 1/03 Campus created UW-RF and NDSU tables in dvlp: need work 03-5-03. LT	

			<a href="#">to contact NDSU person for possible curriculum list.</a>	
6.5	Establish a "Task List" update for DARS team, used internally, to identify tasks and steps to completion	MD		On shared drive 10-02  Begin in Feb. to document engine version with each up-grade. Posted to web: <a href="http://www.dars.mntransfer.org/02_03tasklist.pdf">http://www.dars.mntransfer.org/02_03tasklist.pdf</a>
6.6	Plan and present a "Fall Institute for MnSCU DARS Users"	DARS Team	Site and program: proposed for Mar. 03 <a href="#">Approval for June 5 &amp; 6, 2003: A-R Training Center</a>	
6.7	Continue work with Mary Messimer on Tech Prep: set up DARS TA for Tech Prep, and assist campuses with updating rules into their DARS; develop CAS set up for MnCAS to include Tech Prep.	LT & MD	Establish pilot schools: Anoka Ramsey, Anoka Hennepin tech, Century; launch by Dec. 02 Mary at 11-12-02, Montecello. Final list of courses to Mary d' by June, 03 <a href="#">a/o final TF meeting, DARS not recommended as vehicle for identifying TP work. View direct transcription within term taken to be the model.</a>	
7.1	Revise DARS	DJ	Re-write, approval	11-1-02

	security form.		from Bill Russ; put on IT forms on web site	
7.2	Set up "Change initial password" message for list serve	DJ & GB		11-02
7.3	Assess if campuses are using the new form.			
7.4	Change dates of attendance field in Student Transfer Maintenance to first/last year term fields.			
7.4	Add catalog year/term validation for ST11104 and ST1105 <b>Carry forward: User Group</b>	LT & FF	This request has been forwarded to the Registration User Group.	
8.1	Modify security between campuses within a region. (Access is now possible among any campus within a region.)			