

**MnSCU DARS Campus Progress Survey
Fall 2002**

Institution	Are students getting audits?	If yes, which students & under what circumstances?	If students aren't getting audits, what specifically do you need to do to get there?	If students are getting audits, do they include transfer?	If students are getting audits, but they don't include transfer, what specifically do you need to do to get there?	Are you using DARS for transfer processing for all, some or none of your incoming transfer students? Please elaborate.
Alexandria TC [Gloria Deick] (320) 762-4470	Yes	We will be giving them to students prior to mid-semester advising day. We will also probably activate the link from on-line registration by then. (Web audits)	Not applicable	Yes – there may be just a few exceptions	Not applicable	Using it once students are on campus for their first semester.
Anoka Hennepin TC [Linda Eischens] 763-576-4767	No	Not applicable	We have staffing concerns. We have provided advising transcripts for 20025 & 20031. We had also hoped to provide DARS audits for these terms but have not yet found the time to do so. Hopefully this will be accomplished before the end of the current term.	Not applicable	Not applicable	Probably none at this time. I am just trying to get caught up with getting all of our transfer students entered in. This means current & new. I have about 1/3 of the students entered, but as noted we have staffing concerns at this time and hope to get this resolved by end of the term.
Anoka-Ramsey CC [Rhonda Kern 763-422-3424]	Yes.	Not applicable	Preliminary graduation balancing; some counselors are using them but not all.	No. Currently they are handwritten in for graduation purposes.	Redesign of the position and training for the 'revised' position.	None.

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Bemidji State U [Michelle Frenzel] 218-755-4005	Yes	All students who started attending BSU the Fall of 1998 or later and do not have transfer work are receiving audits through their academic advisor during pre-registration. Since we've been distributing the audits, more and more students have been stopping by Records & Advising Services to receive copies of their DARS reports. If the student has transfer work we let them know that the audit does not include transfer work and offer to make a copy of their transfer evaluation form. Between the two documents they can determine their degree completion. We've also added a statement to the DARS report indicating that transfer work is not included. Within the next month we will be activating the WEB DARS audit. At that time, all students will have access to their DARS report.	Not applicable	At this point transfer work is not included in the audits.	Time. Recently our Admissions Office has re-organized and hired an Assistant Director who will be in charge of Transfer Articulation. Her duties are to oversee the input of transfer classes into DARS, articulate the courses, determine appropriateness, update transfer rules, and enter in new school as necessary. This process will be completed with the help of a student worker. We currently have 80% of all Fall 2002 transfer students entered in DARS, in addition to having 90% of all transfer work entered for Fall 2002 freshman (if students have less than 24 transfer credits they are considered to be a freshman). Fall semester will be spent articulating these students, testing and refining the articulation process, and sending reports with transfer work to the students.	It is our plan to use DARS for all incoming students with transfer work starting with the Fall 2002 semester.

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Central Lakes CTC [Sharon Boone] 218-855-8038	Yes	Graduation Audits, Counseling/Advising	Not applicable	Yes	Not applicable	We are using DARS for some MN State colleges (we do not use DARS for quarter credit transfers). Currently, we do not use DARS for MN Private Colleges, nor out-of-state colleges. However, this is our goal for next year. As usual, thank you for your continued support.
Century College [Tom Black, Sue Pelzer]	Yes.	Audits are available for counseling sessions, graduation evaluation and walk in students for the Associate in Arts Degree and MNTC, Human Services degree and Women's Studies Certificates for all catalog years. Others are in development and will be released one at a time.	We plan to continue to develop audits for all degrees. Most audits were written previously but never tested. Plan to test/rewrite during this academic year. Need to continue to update and refine Home to Home Articulation (for quarter to semester courses).	No, not yet.	Century has hired (effective Oct 21) a Transfer Credit Evaluator. Some transfer tables are written and tested. Entry of student's transfer courses and audits with transfer courses could BEGIN January 2003 after staff are fully trained.	NONE, at this time. We have tested the transfer tables that are available. We are hiring and training new staff. We plan to use DARS for all incoming transfer students starting in January 2003. Additional tables will be created and tested. On an ongoing basis, tables will also be built and updated as we enter new incoming student's transfer coursework.
Dakota County TC [Kelly Carrigan]	No	Not applicable	Though some of the testing of audits has happened, we have had another shift in the registrar position, making it difficult to follow-through on implementation. When the new staff person is fully trained and comfortable with the success of the test audits.	Not applicable	Not applicable	Not at this time – most likely with new registrar coming on board.

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Fergus Falls CC Susan Vickstrom	Yes.	At the beginning of fall term all students and their faculty advisors receive a DARS report geared for the AA degree. Currently not comfortable with the other awards.	We need to review the basic encoding of non-AA awards.	Not yet.	Need to complete the transfer articulation tables.	Very, very few at this time.
Fond du Lac CC						
Hennepin TC [Debbi Eull] 763-550-3128	No.	Complete transfer articulation piece and further testing on student audits.	Not applicable	Not applicable	No response.	None.
Hibbing CC [Carol Borich] 218-262-6732	Yes.	Every student in every program upon request. This includes students with courses in quarters, but work completed prior to 1965 does not appear. Technical credits from the Hibbing AVTI with whom we merged do not appear if taken many years prior to merger. Students in technical programs get audits as a group prior to registration.	Not applicable	Yes, if transcripts were received Fall 2000 or later.	Credits transferred in and recorded in CCIS prior to DARS implementation are placed on the DARS audit whenever the student requests it, provided the student is a candidate for a degree, diploma or certificate from HCC.	All incoming transfer students receive audits showing TA credits. They are not necessarily as timely as they may have been pre-DARS, especially if they are from non-MnSCU, non-Minnesota, or non-USA schools. Many of our incoming transfer students send us 4 or 5 transcripts from a particular college, each showing one new course as it was completed term by term. This is time-consuming, but not necessarily more so than when TA was done manually.

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Inver Hills CC [Shawn Handwerk & Sue Dickens] 651-450-8353	Yes.	Very few – two counselors are using. The rest of the counselors prefer not to use until transfer courses are included.	Complete transfer articulation	No.	Complete the transfer articulation. We need to keep building on what we have. As new students enter, we should include the new school T.A. and build off of it.	Right now we aren't using DARS for transfer processing for incoming students. We will hopefully begin doing so in the next semester.
Itasca CC [Gwen Litchke] 218-327-4468	No.	Not applicable	It is just a matter of using DARS instead of our manual paper worksheets. At this time the counseling staff find the paper copies easier for students to understand. I am hoping to find time this fall yet to work with counselors so that they are more comfortable with interpreting DARS printouts.	Not applicable	Time. It is my goal to implement this during this current academic year.	None.

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Lake Superior CTC [Jean Pehl]	Yes.	Students who apply to graduate are required to attach an audit to their request. Advisors haven't yet bought into using the audit as an advising tool each semester. They have been resistant to its use.	Advisors need to realize the value of DARS as they advise students each semester.	No.	No response.	No response.
Mesabi Range CTC [Sharon Softich] 218-744-7498	No.	Not applicable	Inform the advisors on how to use DARS and update the program plans. I was on medical leave for quite a while. This put me behind on DARS. I would really like to start using this as soon as possible. We do have a lot of changes in program plans.	Not applicable	Not applicable	None.
Metro State Univ [Janice Harring-Hendon] 651-772-7660	No.	Not applicable	Program encoding needs to be updated. TA encoding has been completed for metro area Community and Technical Colleges. However, Admissions and Registrar Offices need staff to in order to implement DARS. Staffing requests have been made but not approved.	Not applicable	Not applicable	None.

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Minneapolis CTC [Lori Kirkeby] 612-341-7226	Yes.	Some counselors and advisors are using them at this point. Target date for distribution is Dec 2002.	1) All MCTC catalogs (1998+) to be encoded. 2) All MnSCU institutions, and some Metro State and U of M, courses to be articulated.	When students begin receiving the audits in Dec 2002, transfer courses will be included.	Not applicable	All (effective December 2002)
Mn State College – SE Technical [Mary Johnson] 507-453-2745	No.	Not applicable	Review and test final catalog revisions & encoding.	Not applicable	Transfer institutions are being entered at this time. DARS export process to ISRS is currently being tested on currently enrolled transfer students.	None.
Mn State U – Mankato Malcolm J. O'Sullivan	No.	Not applicable	We are finishing encoding. We are initiating a pilot program with faculty and students in four of our colleges. We are meeting with our DARS Advisory Committee to determine strategies to “rollout” the audits. Our TA module encoding is progressing satisfactorily. We are “on time” to commence DARS audits in the summer of 2003.	Not applicable	Not applicable	We are piloting DARS by creating both traditional transfer credit evaluations and DARS-based evaluations for review by Admissions staff. The DARS audits are not yet available for transfer students .
Mn State U – Moorhead Cindy Preston	No.	Not applicable	My goal is to start giving out audits to select groups by December.	Not applicable	Not applicable.	None at this point. WE are still encoding and testing. But we are anxious to use it when we are ready. We are still in Phase One.

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Mn West CTC [Crystal Strouth] 507-372-3451	Yes.	When students ask the registration office how they are progressing towards graduation, or what courses they need to complete, we run an audit and go over it with them.	We need to encourage the counselors to use the audits, rather than manual grade checks. Many more students would get audits that way.	Very few. We haven't had time to enter transfer information, other than the basic geneds at a handful of feeder schools.	Someone needs to have the time to enter the transfer articulation tables.	None.
Normandale CC [Melissa Klein]	Yes.	Audits are printed for all student/counselor appointments. We're running AA/LIBE audits for all.	Not applicable	Not at this time.	We are just beginning our use of audits with students & counselors. We have a specific plan of action that involves getting through our own course/curriculum input first for all AA degrees, then our AS/AAS/ Certificate programs, then we will begin work on transfer courses.	None at this time.
North Hennepin CC Jonathon Eichten 763-424-0712	Yes.	Students who meet with counselors or advisors	Not applicable	The audits don't include transfer courses.	We would need SPEEDE or additional staffing.	We are not using DARS for this purpose because transfer credits aren't currently entered in ISRS.
Northland CTC [Dennis Bendickson] 218-681-0858	No.	Not applicable	We need to get our original entry material updated and get transfer equivalencies built in.	Not applicable	Training!	None.

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Northwest TC [Tom Whelihan] 218-347-6228	No.	Not applicable	No response	Not applicable	Not applicable	No response. (but I assume none)
Pine TC [Wolfgang R. & Lynette Novak] 320-629-5118	No	Advisors have not yet bought into audits idea.	Not applicable	Not applicable	Not applicable	None.
Rainy River CC [Berta Hagen] 218-285-2265	Yes	When students request one, they are given one from the Registration Office or Advisors.	Not applicable	Yes, if they are from the three schools we have in DARS.	The rest of the colleges will be entered when RRCC's Transfer Specialist finishes DARS Encoding & Transfer Training.	None.
Ridgewater CTC [Kelli Kienitz] 320-231-2924	Yes.	Only at the time we review their application for graduation. Laura has shared audits with 2 students in her office.	We need to work out our local process for providing students with audits. Informal piloting in process for fall, expect to more in spring and next fall.	Whenever possible for frequently articulated institutions	This is not as much of a problem as determining our process for providing audits to students and advisors	We input their coursework for transfer articulation, but have not provided them with audits yet.

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Riverland CTC [Mary Kay Wilson] 507-433-0660	Yes.	Upon request, and in conjunction with counseling appointment.	Not applicable.	Some do, depending on the age of the transfer credits and which college they come from. We have not done any quarter system TA.	Not applicable	We are using DARS for some of our incoming transfer students. Again, depending on the age of the transfer credits and the college from which they are transferring. We are starting to build colleges as we get transcripts.
Rochester CTC [Melanie Callister] 507-285-7268	No	Not applicable	We need more DARS promotion on campus. We are currently developing plans for workshops to address re-training on how to run and read reports and how to incorporate them into student advising on campus.	Transfer courses are not yet being included on audits.	No response.	None at this time.

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South Central TC [Donna Marzolf] 507-389-7351	No.	Not applicable	Our encoding needs to get done. We are still shooting for encoding to be completed by December 31. I'll be working on DARS two day per week from the Faribault campus to try to accomplish the encoding. We have ordered some new equipment and are waiting for that to arrive next week before installing the new version of DARS.	Not applicable	Not applicable	We are not using DARS to process transfer yet. The new person that I will be sending to basic encoding and TA training is the person who evaluates and enters most of our transfer work. I am not sure how we will handle transfer work for students who already have it entered now. My thought is to make waivers, etc in DARS rather than re-keying all of our transfer credits in DARS. We have been entering transfer details for years and do not want to re-key this information. We may also decide not to use DARS for transfer students at all until we use the TA process. The bottom line is that I need to free myself up from some of the manual checking of degree requirements so I have time to address the transfer question at all.
Southwest State U [Pat Carmody] 507-537-6216	Yes	All students except the Science and Social Science Departments. They will be piloted Spring term and then all Departments will be trained and using audits for advising, use some for graduation checks also	Not applicable	All new 2003 transfer students get audits. Other students get transfer credit entered as I need to check their records. I am totally DARS dependent and don't like to advise without audits	Not applicable	All.

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St Cloud State U [Sue Bayerl] 320-202-6416	No.	Not applicable.	We will be testing and will be piloting the College of Business students during Fall term 2002. Upon completion of successful testing, these students will begin receiving audits.	Not applicable.	Not applicable.	None. We will be using DARS for transfer processing as soon as testing is completed.
St Cloud TC Chad Schmitz	No.	Not applicable	We want to make sure we know how to do the transfer articulation so all students have accurate info.	Not applicable	Not applicable	No response (but I assume none)
St Paul TC [Marla Sykes] 651-221-1336	Yes	Students who have applied to graduate Fall 2002 are being sent an audit and brochure describing what the audit is and how to interpret it.	Not applicable	The Fall 2002 graduates had all transfer work entered. I am continuing to enter transfer information on Fall 2001 -Fall 2002 students.	Not applicable.	I am not using DARS to process transfer yet. I would like to be at that point with Fall 2003 students.
Vermilion CC [Nadine Forseman] 218-365-7871	Yes.	All students will be given audits when they meet with their advisors/counselors for preliminary schedule/registration planning beginning with spring 2003 registration.	Not applicable	Not at this time.	I need more training and time to build the tables.	I will be using DARS for all of the incoming transfer students for fall, 2003.

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Winona State U [Joanne Landers] 507-457-5032	Yes.	All incoming freshmen with Advanced Placement and PSEO transfer credits are now receiving audits.	We haven't had ample time to test the audits for each department. We have sent audits out to 5 of the departments and are waiting for those audits to be returned and we will then start running audits for those departments. As time permits we will continue to get the audits ready for the departments and send them out.	Yes as of Fall 2002 transfer students are being processed on an individual basis. They are being run under our University Studies program (general ed only) and not major programs yet.	We are still in the process of getting the audits to work under both our old General Education and new University Studies Program. We are still waiting for departmental approval for the 5 departments that have been sent out.	Some, until the Admissions Office converts to the MNSCU Admissions Module. Transfer staff is unable to export student information into DARS because of lack of Student Tech ID numbers.