

## Minutes

DARS/CAS User Group  
Tuesday, July 22, 2008, 9:30 am – 3:00pm  
Quarry Center, Conference Room 107  
314 10th Ave S  
Waite Park, MN

**Present:** Shawn Handwerk, Randy Blankenship, Fred Forseman, Mary D'Andrea, Marla Delaney, Kelli Kenitz, Rita Moore, Sharleen Allen, Laurie Tralle, Gina Boeckermann, Gin Forseman, Michelle Frenzel, Melanie Callister., Brenda Zamlan.

**Meeting Minutes** from September 11, 2007 are posted on the web site at:  
[http://www.dars.mntransfer.org/usergroup/September11\\_2007.pdf](http://www.dars.mntransfer.org/usergroup/September11_2007.pdf)

Randy Blankenship, was introduced as the DARS/CAS ITS Support person. Randy works out of the Moorhead site.

### **Training, Presentation and Task completion reports** (since Sept 11, 2007)

- Encoding – Sept 18-19, 2007 & Jan 29-30, 2008 – 13 people/10 institutions
- TA – Oct 30-31, 2008 & Feb 26-27, 2008 – 10 people/9 institutions
- Third Thursdays – 115 people/11 institutions
- 'Up North' Open Lab – Nov 28, 2007 & Apr 9, 2008 – 12 people/6 institutions
- 'Down South' Open Lab – Nov 6, 2007 & Feb 6, 2008 – 12 people/3 institutions
- 'Out West' Open Lab – Feb 14, 2008 – 7 people/2 institutions
- 'Central' Open Lab – Mar 5, 2008 – 8 people/3 institutions
- Combined CAS Advisor & Admin Training – Oct 16, 2007 & Mar 11, 2008
  - Admin – 7 people/5 institutions
  - Advisor – 3 people/3 institutions
- Individual lab sessions/campus support visits – 38 people/10 institutions
- Campus assistance with IA – various dates – 8 people/5 institutions
- Exception training – Third Friday, Nov 15, 2007 – 5 people/4 institutions
- MNTC Audit training – Dec 4m 2007 – 15 people/8 institutions
- Annual DARS/CAS User Conference at Grandview Lodge – Oct 1 – 3, 2007 -60 people/32 institutions
- Gina, Mary, Marla & Laurie attended Advanced Methods training at Miami U – Oct 23 – 26, 2007
- Gina, Marla & Laurie attended the UMACRAO conference in Okoboji, IA November 7-9, 2007
- Laurie continuing to serve on Miami University DARS Client Advisory Board until June 2009
  - ❖ Conference call meetings
    - Oct 22, 2007
    - Mar 4, 2008
    - Apr 9, 2008
    - May 1, 2008
    - June 6, 2008
    - Aug 4, 2008
  - ❖ In-person meetings
    - Dallas TX – Feb 22, 2008

- At National User Conference – June 2008
- Mary, Gina, Marla & Laurie attended the AACRAO meeting in Orlando, March 30, 2008 – April 4, 2008
- Hosted meeting of the H.S. Career Center Managers – October 26, 2007  
Approx. 40 attendees [Next meeting – we will host again Oct 30, 2008]
  - We were in Ohio attending DARS training, so Career OneStop facilitated the meeting
- Offered DARS & CAS 101 training to all WFP staff – initially requested by ISRS Help Desk staff (approx 20 people attended) – March 18, 2008
- WebEx demo of CAS for California State University system office staff - with Margo – June 3, 2008
- Mary, Gina, Marla, Randy, Fred & Laurie attended the National CAS and DARS User Conferences in South Lake Tahoe, Nevada, June 16 – 20, 2008
- Future training - Marla
  - Basic Encoding – Sept 10 & 11, 2008
  - TA – Nov 5 & 6, 2008
  - CAS Admin & Advisor Training – Oct 14, 2008
  - “Down South’ Open Lab – Oct 21, 2008
  - ‘Out West’ Open Lab – Nov 13, 2008
  - ‘Up North’ Open Lab – Dec 3, 2008
  - ‘Central’ Open Lab- Dec 4, 2008
  - Exceptions Session –November 20, 3<sup>rd</sup> Thursday
  - Advanced Training needs – String/Convert tables, and/ or Best Practices. Recommended for Spring, 2009

**Documentation new & revised/Announcements:**

- 12/7/07 MnTC Guiding Principles
- 1/28/08 Outline steps for encoding percentage of successfully completed home courses (satisfactory academic progress requirement)
- 2/20/08 Accepting MnTC courses with “D” grade with condition code
- 2/20/08 Encoding instructions for DANTES Subject Standardized Tests
- 2/20/08 List of catalogs available for inserting for DSST & DANTES
- 3/5/08 Website redesign/Calendar of Events
- 3/6/08 Revised CAS glossary of terms posted
- 3/7/08 Revised Reject Flags in transfer posted
- 3/12/08 Revised Purge and Run process for CAS 4.0 posted
- 3/12/08 Revised Updating CAS 4.0 posted
- 4/23/08 Revised MnTC Audit Guiding Principles posted
- 4/23/08 Revised International Codes in DARS & CAS posted
- 5/8/08 Revised Alternate GPA posted
- 5/8/08 Revised Processing Meaningful Grades for Weighted Average Grades posted
- 5/8/08 Revised FICE Source Report posted
- 5/16/08 Revised Waiving Goal Areas in TA posted
- 7/8/08 Exceptions documentation revisions – 3 new exceptions examples

**Report on hits – dars.mntransfer.org since September 11, 2007 update –**

- September – 11,456
- October - 14,579
- November - 13,538

- o December - 15,482
  - o January - 15,305
  - o February - 12,142
  - o March – 21,460
  - o April – 20,896
  - o May – 21,327
  - o June – 17,387
- Sept. 2007 to date: 163,572

**Report on hits – [www.mncas.org](http://www.mncas.org) (<https://mn.transfer.org/cas/> ) since Aug 2007**

- o Aug – 576,452
  - o Sept – 459,846
  - o Oct – 912,641
  - o Nov – 1,173,297
  - o Dec – 841,095
  - o Jan – 1,137,947
  - o Feb – 837,661
  - o Mar – 1,103,267
  - o Apr – 1,448,796
  - o May – 1,094,541
  - o June – 778,789
- Total hits: 10,549,170
- o See appendix 4 for web stats on referrals to site

**DARS/CAS Team Task List - Completed tasks (since Sept 11, 2007 meeting)**  
**Tasks that involve ITS technical support:**

<b>Issue</b>	<b>Resolution date</b>
Upgrade to CAS 4.0	1/26/08
Upgrade to DARwin 3.5.6 Enforced upgrade to all MnSCU campuses.	2/4/08
Enhancement to #20#, #TP# Task 2007.027 - Report the test taken date along with test name & score	6/9/08
Enhancement to #TS Task 2007.028 - Add date range parameters so that different system condition codes may be set for same test taken at different times	6/9/08
Fix to web audit processing – courses won't articulate until run & locked by DARS encoding staff	7/21/08
Allow multiple advisors to print when using #06Advisor: # [Changed to #AV#] – note that this only works in INCLTOP & not in FULLDEMO, posted at <a href="http://www.dars.mntransfer.org/updates/documents/pdf/Pound_AV.pdf">http://www.dars.mntransfer.org/updates/documents/pdf/Pound_AV.pdf</a>	7/21/08
Course Condition Code inserted for accepting MNTC "D" grade: done for 11 institutions	Ongoing as requested
Various DARwin database queries and changes done via SQL	Ongoing as requested

### Tasks not involving ITS technical support

- Curriculum Updater – Mary 23 sent
- Catalog Insert – Mary 434 sent
- CAS Server manual check – each Monday
- Catalog creation - 5 catalogs added
- Captivate future – User Group recommended possible topics of CEB and Matrix, and TES College Source.

**Outstanding Tasks** – The current task list was reviewed and prioritized. Listed below are the tasks determined to have the greatest impact for users.

Votes	Task #	Task (annotated)
4	2008.024	GRAD Audit. Once student's program is end-date, due to degree completion, student gets a NO AUDIT. Instead, provide them a campus defined GRAD AUDIT.
3	2007.036	Include Advisor contract info (phone, email address, office #) to #AV#
3	2007.061	INCLTOP: if student start date is future, allow notification that program requirements may not be encoded/determined.
3	2008.007	Request a way to allow schools to set different major in Joe Cool in Programs icon different from ISRS ST1100UG Area Study. Include discussion at 2008 MN User Conference.
2	2007.029	INCLTOP: Add #CK (subj, nbr) and cc assignment to set the 16 <sup>th</sup> reserved cond code for title check determining is course is duplicate
2	2007.054	INCLTOP: specify concentration and assign system cond code for versions of AA (not in ISRS ST1100UG Area Study)
2	2007.056	Turn on Exception M-Miscellaneous Note
2	2008.023	INCLTOP: print from ST1136UG for Student Test Score Override
2	2007.007	INCLTOP: Print Exception Memo field on audit
1	2007.030	INCLTOP #DD: add functionality for degrees from other institutions
1	2007.063	#08#Expected Grad Term: display the term from ST3602UG in student language. Therefore, instead of 20075, S'07
1	2008.009	INCLTOP enhancement to set course cond cord based on RCID of course
1	2008.016	Display short title for test scores
1	2007.059	Enlarge FS@ report for SourceID larger then 6

Enhancement request to change #numbers to #letters must be completed before we migrate to JAVA. Additionally, campuses must use the catalog from ST1100UG Area Study tab.  
2008.024

### Update on other projects

- Announcement of the **re-branding** of Miami DARS to redLanternu occurred at the June national DARS/CAS User Conference.  
CAS = u.select, with the tag line: Get the credit you deserve  
DARS = u.achieve, with the tag line: Advancing graduation  
DCP = u.direct, with the tag line: Choose your future  
All CAS sites will become u.select in the month of Sept. We will be migrating to [www.uSelectmn.org](http://www.uSelectmn.org) Sept. 15<sup>th</sup>. DARS team coordinating url change from

mncas.org to uselectmn.org. Marla will be contacting CAS Administrators for new logo/banner sizes for display within the site.

- **eTranscript**

Phase 1: MnSCU institutions will be able to pull MnSCU transcripts and MnTC Audits and view and/or print pdf. The transcript will be loaded into a file of ST1100UG, Education Tab. eTranscripts on which there are holds at the transfer institution cannot be viewed, printed, or loaded.

Phase 2, electronic transfer of transcripts beyond MnSCU, and the transcript load to DARS. Both goals for Phase 2 require the RDB to Oracle conversion.

- **Student Association Representative Transfer Concerns**

Chancellor has agreed to make efforts to improve the transfer process by improving dissemination of Tr. Information, training transfer specialists, and improving electronic tools (DARS & CAS). DARS team has met with faculty, student representatives and Program Collaboration and Transfer to hear students' concerns. Response and recommendations will be issued by Linda Baer.

- **VREP – Veterans Re-Entry Education Project**

MnSCU received a federal grant for 1.1 million dollars to assist veterans with reintegration into college. Capt. Dan Price is working with Office of Chancellor staff, specifically Gina and the call center. Initially, plan to establish credit pathways for Medical, Law Enforcement, and Wiring MOS.

- **Interactive Audit** - Marla has visited campuses, supported lab time, assisted via phone, to help campuses work on encoding for the IA.

3 institutions have gone live – Anoka-Ramsey CC (4/17/08), Minnesota SU Moorhead (7/8/08), and Minnesota State College – SE Tech (7/18/08)

8 other institutions are encoding for IA

- ✓ Alexandria TC
- ✓ Central Lakes College
- ✓ Century College (live 8-20-08)
- ✓ Inver Hills CC
- ✓ Lake Superior College
- ✓ Northland CTC
- ✓ Ridgewater College
- ✓ Saint Paul College
- ✓

**Docufide/AVOW/any other electronic or pdf transcript delivery service**

Forward to Registrars Group via Cynthia Mehoves

**Course Equivalency Builder.** Pilot schools for CEB are Century and Metro State. Goal areas for MnSCU courses are identified. Campuses can view the current version at <http://ceb.mnscu.edu>.

**CAS Request Import Interface** Russ Roering is project manager and occasionally has ITS meet with vendor to continue to talk about a solution that will meet the requirements for our environment. No timeline available.

## **New dars.mntransfer.org site**

New dars.mntransfer.org site should be live in late August.

Grad Planner uses degree audit and curriculum data to feed into a plan, in time, for students to work toward a degree.

**RDB to Oracle conversion for DARS** is critical for future project. If Uniface 8 is not successful, we will need to create our own conversion to Oracle.

**MNTC Audit** – June 31, 2008, was deadline for campus' implementation of MnTC Audit. User group recommends adding COM setting of Even Page to MnTC Audit Guiding Principles in DARS,

[http://www.dars.mntransfer.org/updates/documents/pdf/MnTC\\_Audit\\_Guiding\\_Principles\\_Checklist.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/MnTC_Audit_Guiding_Principles_Checklist.pdf)

Should we recommend including Assessment scores? Explore at User Conference.

**Exceptions** – Explore some best practices, in light of Higher Learning Commission IV.B.4 Institutional Records of Student Complaints policy. Michelle, Brenda, Rita, and Mary Johnson will present something on Exceptions at User Conference.

## **CAS (uSelect) Update**

- 4.0 Version conversion of Jan 26, 2008 was successful. DARS Team has lobbied for many bug fixes.
- 4.1 Version will be rolled out for the country in September 2008; MnSCU conversion will be Sept. 15<sup>th</sup>.
- Monday server check continues
- Pocket Guides for mncas.org are still available. Marla managing new marketing plan and merchandise for [www.uSelectmn.org](http://www.uSelectmn.org).

## **Internal Audit of Student Success including DARS/CAS implementation**

- Internal Audit staff sent update to Board of Trustees Audit Committee Chair, Scott Thiss for his formal report to full Board of Trustees July 16, 2008. All campuses have fully implemented corrective action plans for DARS and CAS.

## **AP/CLEP**

- DARS encoding to display in CAS is complete, a/o 7\_15\_08, for 26 schools with AP, and for 27 institutions for CLEP.

## **Sixth annual DARS User Conference (Sept 28-Oct 1, 2008)**

- Grandview Lodge – Nisswa MN
- Registration begins in August, deadline Sept 5.
- Proposed agenda/schedule is posted at:  
<http://www.dars.mntransfer.org/UserConf2008/documents/agenda2008.pdf>
- Ice Breaker Idea contributed by Rita
- Roundtable
  1. Dividing into 2 groups criteria
  2. Topics: Business practices for handling exceptions
  3. Note takers needed

- Review of user presentations/suggestions so far

#### Tips & Tricks suggestions

#### Suggestions:

- ❖ make the DARS/CAS challenge an Open Forum,
- ❖ optionally, convert to Free Time
- ❖ TES College Source demo (use as back up if extra time)
- ❖ include broad application for Analysis tables
- ❖ Fred volunteered to do a session on Access Reports using DARS tables