

# Meeting Minutes

## DARS User Group

Tuesday, September 12, 2006, 9:30 am – 3:00pm

St. Cloud Technical College, Room 1-238

**Present:** Shawn Handwerk, Mary D'Andrea, Kelli Kenitz, Gloria Deick, Brenda Zamlan, Rita Moore, Sharleen Allen, Debbi Eull, Laurie Tralle, Gina Boeckermann, Gin Forseman, Michelle Frenzel, Melanie Callister, Pat Carmody, and Marita Hickman, Internal Auditing.

**Summary Report** from February 2006 were posted at to the web site at [http://www.dars.mntransfer.org/usergroup/DARSGroupSummary\\_March2006.html](http://www.dars.mntransfer.org/usergroup/DARSGroupSummary_March2006.html) Due to the lack of new issues needing discussion, the formal spring meeting was not held. The summary report for Sept. 2005-Feb. 2006 was sent to the DARS/CAS User Group.

### **Training, Presentation and Task completion** reports

- Encoding – Feb 22 & 23, 2006 – 5 institutions/10 people
- TA – March 7 & 8, 2006 – 5 institutions/7 people
- Third Thursdays –8 institutions/38 people
- 'Up North' Open Lab – April 26, 2006 – 4 institutions/5 people
- 'Down South' Open Lab – April 13, 2006 – 1 institution/7 people
- Combined CAS Advisor & Admin Training –
  - Admin – 5 institutions/ 6 people
  - Advisor – 5 institutions/5 people
- Individual lab sessions – 3 sessions/8 participants
- Mary, Gina & Laurie attended the AACRAO meeting in San Diego on April 17-20, 2006
- Laurie, Mary, Marla & Gina attended the National CAS and DARS User Conferences in Colorado Springs, CO on June 19-23, 2006
- Gina & Laurie (& Margo) attended the MN School Counselors Conference April 30 – May 2, 2006
  - Vendor – for MnCAS (& distributing posters)
  - Presented session – “Giving Your Students Ready Access to Information about the Transferability of the College Coursework They Have Taken in High School”
- Future training – Laurie
  - Basic Encoding – Sept 19 & 20, 2006, and Jan 30-31, 2007
  - TA – Nov 8 & 9, 2006 and April 10 & 11, 2007
  - CAS Admin & Advisor Training, scheduled for Sept. 14, 2006, was cancelled (no one signed up). CAS Admin and Advisor Training is scheduled for Jan 24, 2007
  - CAS 4.0 Overview – originally scheduled for Nov 28, 2006, is postponed, due to postponed release of CAS 4.0 by Miami University. 'Up North' Open Lab – Oct 25, 2006
  - Exception training – Third Friday, Nov 17, 2006
  - 'Down South' Open Lab- Nov 30, 2006

- St Cloud region Open Lab for Spring 07 will be announced instead of spring DARS Down South.
    - The lab will be at St Cloud TC – Wed, March 7 (Spring Break week)
  - Interactive Audit Training – Nov 15, 2006 & perhaps Dec 13, 2006
  - Beyond the Basics, DARS Encoding with Chris Bufler scheduled for Dec 5-7, 2006 at Wells Fargo Place . The User Group recommends different days for four and two year institutions. Topics include: dpmask, x & y lines, and some of the recent DARS-L discussion threads. During the training, provide only one computer per school. E-mail the user group for additional topic suggestions.
- **Documentation**, for the following topics, has been posted on the dars.mntransfer web site.
- Advanced Placement (AP) set up in DARS and CAS (Revised). Posted 9/7/06 at: [http://www.dars.mntransfer.org/updates/AP\\_TARulewriting.pdf](http://www.dars.mntransfer.org/updates/AP_TARulewriting.pdf).
  - DARS Glossary of Terms. Posted 5/24/06 at: <http://www.dars.mntransfer.org/updates/Glossary.pdf>.
  - Adding a Hyperlink to a DARS Web Audit. Posted 5/5/06 at: <http://www.dars.mntransfer.org/updates/AddingHyperlinks.pdf>.
  - Course Challenge (credit by examination) in Transfer Articulation. Posted 7/19/06 at: [http://www.dars.mntransfer.org/updates/Course\\_Challenge.pdf](http://www.dars.mntransfer.org/updates/Course_Challenge.pdf).
  - Exception Process in DARS. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Exception\\_Process.pdf](http://www.dars.mntransfer.org/updates/exceptions/Exception_Process.pdf).
  - Waive both course and credits from a sub-requirement. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Reg\\_1.pdf](http://www.dars.mntransfer.org/updates/exceptions/Reg_1.pdf).
  - Articulate source courses from two different transfer institutions to a target course. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Reg\\_2.pdf](http://www.dars.mntransfer.org/updates/exceptions/Reg_2.pdf).
  - Remove a 5 year limit on technical courses. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Reg\\_3.pdf](http://www.dars.mntransfer.org/updates/exceptions/Reg_3.pdf).
  - Match a course substitution to a pseudo in a sub-requirement. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Course\\_Sub\\_1.pdf](http://www.dars.mntransfer.org/updates/exceptions/Course_Sub_1.pdf).
  - Substitute a course within a sub-requirement. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Course\\_Sub\\_2.pdf](http://www.dars.mntransfer.org/updates/exceptions/Course_Sub_2.pdf).
  - Award course, credits, and grade for successful Course Challenge (credit by exam). Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Course\\_Challenge.pdf](http://www.dars.mntransfer.org/updates/exceptions/Course_Challenge.pdf).
  - Add a course to a sub-requirement. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Course\\_Add.pdf](http://www.dars.mntransfer.org/updates/exceptions/Course_Add.pdf) .
  - Add a course to a reject line pseudo (reject from sub-requirement, then accept into alternate goal area). Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Course\\_Add\\_2.pdf](http://www.dars.mntransfer.org/updates/exceptions/Course_Add_2.pdf).
  - Remove a course from a sub-requirement. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Course\\_Delete.pdf](http://www.dars.mntransfer.org/updates/exceptions/Course_Delete.pdf).

- Remove and set system condition codes for Graduation notice. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/exceptions/Remove\\_Sys\\_CC.pdf](http://www.dars.mntransfer.org/updates/exceptions/Remove_Sys_CC.pdf).
- Using Flags to establish Program specific transfer courses. Posted 7/26/06 at: [http://www.dars.mntransfer.org/updates/Flags\\_Transfer\\_Courses.pdf](http://www.dars.mntransfer.org/updates/Flags_Transfer_Courses.pdf).
- Incomplete CAS Load. Posted 8/23/06 at: <http://www.dars.mntransfer.org/updates/error/CASLoad.pdf>.
- ET03E. Posted 8/23/06 at: <http://www.dars.mntransfer.org/updates/error/ET03E.pdf>.
- ET068. Posted 8/23/06 at: <http://www.dars.mntransfer.org/updates/error/ET068.pdf>.
- College-Level Examination Program (CLEP) set up in DARS and CAS. Posted 8/29/06 at: <http://www.dars.mntransfer.org/updates/CLEP.pdf>.
- Alternate GPA. Posted 9/08/06 at: <http://www.dars.mntransfer.org/updates/AlternateGPA.pdf>.

The User Group suggested additional documentation: Exception to apply the Alternate GPA affect on a specific transfer course.

## Reports

Gina reported the web hits for dars.mntransfer.org occurring since Jan. 06. August hits include user access to MN DARS/CAS Conference registration.

- February – 7,706
- March – 12,522
- April – 11,086
- May – 11,306
- June – 9,811
- July – 9,001
- August – 14,074

## DARS Team Task List: Completed and Outstanding

**Completed** & soon to be completed tasks involving ITS technical support (since February 2006 update) are listed below:

Issue	Initial Notification date	Resolution date
MSU Mankato – TEXTTAB Full error message	8/3/2005	6/8/06
MSU Mankato – Prepend function of #RP not working [Need to check – append function may not be working either. Only replace function appears to work]	10/11/2005	5/6/06
Upgrade to DARwin version 3.5.3 – Increase # of reqs at time	1/17/06	3/16/06
New CAS Server (janus) operational	----	6/29/06
BSU – bug reported. Second major of double major pulls the catalog yr/tr from the first major for the ALTCFLG labeled requirements when the ALTCFLG is set in requirements at the program level.	7/24/06	Fixed in dvlp 8/24/06. Rollout to production 9/6/06.
New 3GL report – DARS exception report DA0100CP		Expect rollout to production Oct 2, 2006

Completed tasks not involving ITS technical support are the Course Equivalency Builder, Curriculum Updates, DARS Catalog production and sending, MnSCU Institutional Name update, Communication format, and Captivate. DARS/CAS staff reported on these tasks.

**Course Equivalency Builder** Windsor Software, in collaboration with DARS/CAS, has developed a tool to view, compare, and articulate transfer rules replicated on the CAS server. The program identifies course relationships based upon reciprocal and/or course equivalencies. The evaluator has the ability to compare course descriptions, and articulations. Additional articulations can be made by the evaluator. Articulations are transported and update the campus DARS. It is hoped that the software will be a tool used for building more complete catalogs. Security for CEB is at System Administrator, Institutional Super User, and Approval Administrator. Pilot for CEB is Century College. A presentation is planned for the Oct. CAO/CSAO meeting.

**Curriculum Update and Insert:** The 2005-2006 curriculum updates are posted on the web at:

[http://www.dars.mntransfer.org/updates/currchanges/2005\\_06/mntc\\_catalog\\_changes\\_2005\\_06.html](http://www.dars.mntransfer.org/updates/currchanges/2005_06/mntc_catalog_changes_2005_06.html). The curriculum changes are in EXCEL format.

In May we announced the ability to insert new (2005-2006) MnSCU courses into campuses existing TA tables. The inserts included the alphanumeric, course number and course title. If the new course is also a new group, then the group and the course(s) insert. MnTC courses were identified in the Memo, at the Group level. The Target course was ACYR0506 (Academic Year 2005-2006). The inserts include all 250 new courses, but could be tailored for specific schools, and MnTC and lower division new courses. Eleven institutions (Central Lakes, Dakota County, Inver Hills, Mesabi Range, MSU Moorhead, Normandale, Northland, Ridgewater, Rochester, St. Cloud TC, South Central) requested the 2005-2006 Curriculum Inserts. The process will be highlighted at the fall User Conference.

**DARS Catalogs:** 593 DARS catalogs were sent since Feb. 06. Of these, 220 requests required programmer assistance; the rest were sent without additional programming assistance, using Catalog Insert. All DARS catalogs are now sent to campuses using Catalog Insert.

**MnSCU Institutional Name** variations were viewable in CAS>Course Equivalency Guides>Browse By School display. In April DARS/CAS Team began updating institutional names in IREF and TA tables. Campuses could update names, or request DARS/CAS Team to update the names. 25 campuses updated the names.

**DARS Catalog** directory lists 205 DARS, including all MnSCU semester and quarter catalogs, 25 Wisconsin, 40 Illinois, 5 North Dakota, 7 South Dakota, 30 Iowa, and 2 Standardized Exams. User Group recommends creating more Wisconsin, North Dakota, and South Dakota catalogs. Additionally, update previously created catalogs when warranted by significant curriculum changes. Announce at User Conference and relay on user notification of significant curriculum changes.

**Communication** format to users includes a revamped DARS/CAS Future Trains/Conferences page, at: [http://www.dars.mntransfer.org/training/training\\_index.html](http://www.dars.mntransfer.org/training/training_index.html). Weekly e-mails to encoders have been replaced by a monthly Newsletter.

**Captivate** is a training session/tutorial tool using Macromedia Captivate. Using Captivate we can extend our training/documentation to three formats: PDF, Word, and Captivate.

- How to Enter a Student's Transfer Courses in DARS. Posted March 13<sup>th</sup>, at:  
<http://www.dars.mntransfer.org/updates/captivate/EnteringTransferCoursesinDARS.swf>
- How to Read a DARS Audit. Posted March 13<sup>th</sup> at:  
<http://www.dars.mntransfer.org/updates/captivate/HowtoReadaDARSAudit.swf>

Look for future Captivate tutorials:

- Course Equivalency Builder
- What is DARS?
- What is CAS?
- CAS 4.0

**Outstanding** Task List was reviewed by the User Group. The revised list identifies current and carry-over tasks. Major tasks requiring ITS assistance require a Project Charter. Tasks that can be completed with a programmer require a Package Specification.

At the recent DAR/CAS planning retreat, the team prioritized all ITS tasks, using the current ITS hierarchical language. Package Specification items were additionally identified as Primary and Secondary. Due to a lack of technical support, some tasks were put on Hold. Non-ITS tasks were defined as Internal. Currently, the Outstanding Task List has 5 project Charters, 17 Project Charter-Primary, 10 Project Charter-Secondary, 4 Internal, and 8 tasks on Hold. The User Group recommended that one item be moved from Hold to Package Specification-Primary. The open task list is stored on the Office of the Chancellor shared drive.

### **DARS/CAS Project Updates**

**eTranscript** IMS vendor is under contract for MnSCU and U of M to send an electronic transcript using XML standards. The U of M has completed necessary mapping with their student data system.

**Docufide Secure Transcript** is a PDF document allowing high schools to send transcripts. The high school would pay for sending. The document would not be mapped to DARS and would require data entry at the college.

**CAS Request Import Interface** IMS vendor working with ITS to map MnSCU transcript elements to CAS > Your Courses.

**Hershey's Singularity Transcript** has software to map transcript elements into DARS. This software would be used on transcripts other than MnSCU or U of M schools. We will continue to explore use of this product.

### **CAS**

The CAS 4.0 version will look more like a web-site, and with the same functionality. We have requested:

- "Course Descriptions > Select Institution > Category > Course" be enlarged to accommodate the complete course description
- Inclusion of Military and International Baccalaureate in "Your Courses"

- Updates for AP and CLEP exams in “Your Courses”

The new CAS server became operational in June, and updating of DARS tables on the CAS server is much faster than the old server. CAS loads have revealed new issues: some tables, for some schools only partially loaded. The DARS/CAS Team now checks the loads each Monday, comparing tables on the CAS server with campus DARS tables. Initial clean-up included over-lapping dates, missing Source institutions, program encoding errors, and missing TA rules. Many of the issues do not stop DARS processing, but are problems on the CAS server. We continue working encoders and ITS to solve the CAS load problems.

DARS/CAS Team and the University of Minnesota-Twin Cities created a CAS poster directed toward high school students. The posters will be mailed to counselors at Minnesota High Schools this autumn.

**Internal Audit of campus DARS/CAS implementation.** Guest Marita Hickman, from the Office of the Chancellor Internal Auditor, attended the User Group Meeting. Marita and two additional auditors are beginning the process of auditing the campuses in relation to DARS and CAS. The parameters of the audit are not completely defined, but the auditors will present to the MnSCU Board of Trustees in October and to the Leadership Council prior to the Oct. board meeting.

One of the auditors will be attending the MN DARS/CAS User Conference in Oct.

**Governor’s initiative re: Military.** Governor Pawlenty signed Executive Order 06-02, in Feb. 2006, ordering that MnSCU (and others) examine current policies, rules, and procedures to identify barriers to veterans seeking education. Additionally, procedures that constitute a barrier need to be revised.

In response to the Governor’s initiative, DARS/CAS staff requested Military coursework, as defined by ACE, be available in CAS > Your Courses. Miami University has responded that courses listed by ACE, since 2000, from the US Army, Navy, Coast Guard, Air Force, Marines and Dept. of Defense will be included in the 4.0 release. Additional courses will be added to later versions upon request.

**AP/CLEP** The 2005 legislative session included the “Get Ready, Get Credit” initiatives that encourage high school students to pursue rigorous course work and earn college credits. The legislation also granted authority to set the minimum scores for credit for College Level Examination Program (CLEP) examinations to the Commissioner of Education in consultation with MnSCU. Policy 3.33 and Procedure 3.33.1 were revised and brought through the consultation process. Final approval is expected by the Board at the Sept. meeting.

The K-12 omnibus bill enacted during the 2005 legislative session also directed MnSCU institutions to grant credit to students who achieve a score of 3 or higher on Advanced Placement (AP) examinations. Policy 3.15 and Procedure 3.15.1 were revised and brought through the consultation process. Final approval is expected by the Board at the Sept. meeting.

In anticipation of approval of AP and CLEP Board Policy and Procedure, the DARS/CAS staff created and posted documentation for encoding AP and CLEP in DARS, and CAS. Some campuses are currently processing AP and CLEP through DARS, with courses searchable in

CAS > Course Equivalency Guides. However, specific encoding is required to allow students to enter AP or CLEP exams in CAS > Your Courses. The DARS/CAS Team is working with campuses to adopt the necessary encoding.

**Fourth annual DARS User Conference (Oct 2-4, 2006)**

- Grandview Lodge – Nisswa MN
- Registration progress/numbers, a/o 9/12/06, 72 people have registered.
- The proposed agenda was reviewed by the User Group, and suggestions incorporated into the revised agenda.
- Schedule
- User Group identified the following Roundtable topics:
  1. Military – what are you doing now and what will you be doing?
  2. When should I put catalogs into CAS?
  3. How can we get the word out about CAS?