

MINUTES

SUB-COMMITTEE ON STUDENT RECORDS

Wednesday, March 3, 2010

Present: G. Arsenault, C. Arseneault, E. Balut, J. Barrett, P. Barry, J. Belfo, C. Bethelmy, N. Czemmél, H. Emami, D. Lamfookon, F. Lees, F. Lisi, J. Martuccio, M-J. McCullogh, M. Mitchell (Secretary), L. Morin, H. Ray, K. Reany, A. Walsh (Chair), J. Younan, A. Zakka

Regrets: P. Bassett, S. Bezeau, A. Cerrone-Mancini, J. De Rose, R. Del Degan, S. Di Lollo, A. Gitton, V. Hansen, D. Hay, F. Maniaci, K. Massey, D. O'Connell, A. Pacheo, S. Pellicchia, M. Pietraroia, S. Reali, M. Ruocco, F. Ship, P. Smith, C. Spadafora, A. Staples, A-M. Wasacz

Guest: M. Michaud (Item 4.2)

1. Adoption of Agenda

The Agenda was adopted with the following additions:

Item 4.6 Verifications – H. Emami

2. Approval of Minutes

The minutes for the meeting of February 3, 2010 with the following corrections:

Item 3.2: Silvia was changed to read *Sylvia*

Item 3.8: the Faculty of Arts & Science was changed to read *the Faculties of Arts & Science*

3. Business Arising

3.1 Fee Information – M-J. McCullogh

M-J. McCullogh reported that BSAC was moving forward with the project that will be taking care of all the internal funding. Departments who used to request that students be paid through the internal funding process will soon be going through BSAC and Awards would soon be processed through BSAC as well. M-J. McCullogh added that they were currently looking at all the 2009/10 awards that were done via internal funding and were trying to figure out how they could be moved over.

There will be a new fee in the summer, a General Administrative Charge. A maximum of \$15.00 would be charged for the Fall/Winter term, and \$7.50 would be charged for the summer. This is a flat rate, not per course, so a student taking one course will be charged the same amount as a student taking a full course load. The revenue is being maximized on this fee, which means that \$15.00 was being charged in the Fall, and, if a student was registered in the Fall, \$0.00 in the Winter. The Summer fee was separate, so that would be charged on top of the \$15—making it possible for some students to be charged \$22.50 over the course of a year. This fee would only be for credit courses, and it would be shown as a separate fee in Fall 2010, but would be absorbed into the existing fees the following year.

It was asked if this new fee was out of line with governmental stipulations that institutions not have general fees, but have them divided up into individual line items. M-J. McCullogh responded that the government stipulated that it can be done up to a maximum of \$15.

Regarding the French course exemption, M-J. McCullogh reported that the Fee Policy and GDEU Technical committees agreed that deregulated students who are no longer funded by the government would not receive this benefit and would be paying the full deregulated fee as of the summer.

As of today, interest and late-payment fines were being charged. Two emails had been sent out in February to notify students. As well, all students who are on student aid contracts and had a fee deferral will have financial

holds put on their accounts as of next week.

M-J. McCullogh advised the committee that the Fee Assessment in SFAREGF for Summer courses had not yet been updated, and that she would send an email out when they were accurate.

3.2 Student Information System – E. Balut

E. Balut reported the following:

- Multiple Choice Exam: there were a few security adjustments that had to be effected, with the system will being moved into production by the end of the week
- Three new reports were moved into production
- Housing is now open, including the BSAC Scholarship changes, as well as the Macdonald campus website
- Several GDEU items had been worked on and moved into production
- CE, re: the certificate of proficiency in English – extensive analysis was performed by ISR-SIS and collaboratively, with users, a non-intrusive solution was put in place

Four large projects were being worked on at the moment:

- Grade change by instructor
- Immediate transcripts
- Health coverage for international students
- RESP & Confirmation Letters

A. Walsh added that, even though it might not involve individual projects *per se*, there is the large amount of constant and ongoing GDEU work that ISR is involved with.

3.3 Registration Issues – F. Lees

F. Lees raised the issue of when it would be best to begin putting waitlists on Fall/Winter courses. It was noted that June 9 was the opening of registration for CEGEP students, and normally the waitlist start date is after that. It was therefore agreed that the first date to open waitlists would be Monday, June 14, although F. Lees added that individual departments could open waitlists on their own courses on any date that was after this “official” opening date as well. A. Walsh added that waitlisting cannot be used on linked courses. Info sessions will also be organized and set up to possibly take place by the end of May.

3.4 SIS Priorities List – A. Walsh

A. Walsh reported that ES had not received any feedback regarding the items that were presented at the previous meeting that were recommended to be dropped from the list, consequently, those particular items would be dropped from the list. The items that were questionable would remain so that they could be discussed further. She added that ISR is working on a number of items pre-Banner upgrade.

3.5 GDEU – A. Zakka

A. Zakka reported that the deadline has been extended for Term Away and Exchange as there were still some outstanding records. He reported that he will be transmitting the files tomorrow and that, so far, all seemed in order. There were one or two records missing. He added that the Diploma file had been frozen and that it looked in order as well.

He expressed some frustration over the fact that it can take up to a calendar year for an external transcript to reach McGill. He added that 1 student out of the 300-400 who participate might not be a big issue, but it was not up to him to decide. As well, this seemed to affect Term Away more than Exchange.

It was asked if a student’s cohort year could be modified. A. Zakka felt it wasn’t much of an issue as that was not reported.

3.6 Banner 8 upgrade – E. Balut

E. Balut reported that McGill had met with SunGard last week and had gone over a few pertinent issues and

viewed the changes that were forthcoming. She added that, as the project was so large, they were also still in the planning phase. She mentioned that there may need to be a programming freeze implemented sometime in the future, but any date has not been decided upon yet. The date for the upgrade is still set for November, but it wasn't yet known specifically when.

H. Emami added that, among the changes that were forthcoming, were forms that enabled mass data entry. A list of what the enhancements are will be brought to a future SCSR meeting. In terms of Application for Graduation, she reported that McGill was looking at how it can be set up properly. It would also have to be decided whether McGill would be able to go "back in the box" with this as well. E. Balut added that they were looking at what else could go "back in the box" after the November upgrade.

A. Walsh reported that a waitlisting demo would be brought before the committee once it had been tested.

3.7 Term Away at Quebec Universities – IUT Agreement – C. Bethelmy, H. Emami

H. Emami reported that they had identified how things can be set up in the CREPUQ system so that students can go through the necessary approvals at the faculty level and participate in a Term Away at another Quebec university.

This item is now complete.

3.8 Deferred Exam Applications – A. Walsh

A. Walsh reminded the committee that this Item pertained to whether or not students should be able to apply for deferred exams after a standard January 15 deadline. This would possibly be a few days later at the end of course change or even at the end of January. It was decided that this would now be a moving date in line with the add/drop deadline, and would be built into the Important Dates calendar.

4. New Business

4.1 McGill-UdeM Exchange Agreement (via IUT) – H. Emami

H. Emami reported that it was recently relayed to McGill that the Université de Montreal can no longer support this program on their end, therefore the program will be discontinued and all the information regarding it will be removed from the various websites. She added that when the volume was looked at, it was seen that there were a lot of students coming to McGill, while there were only a few going to UdeM. She also noted that this did not affect the regular IUT program, which is still in effect.

4.2 Early Registration for Incoming Exchange Students – H. Emami

H. Emami reported that a request had come in from the McGill International Education Network (MIEN) asking whether the date for incoming Exchange students could be June 1, or at least at the same time as CEGEP students, which is June 9. Traditionally, this date was in August. The move in date was requested as most students coming in are senior students that require higher-level courses and by the time they register in August most of the courses are full. She noted that many of the partner universities allowed McGill students to register at an earlier date.

One concern voiced was whether these students would be in competition with CEGEP students and would be taking places away from them. Another issue raised was having to ensure that McGill did not end up with too many post-GDEU changes due to students registering but never actually attending. A. Zakka had noticed that there was a steady increase in post-GDEU requests for students registering but not attending.

It was also pointed out that June 1 is rather early, in terms of students changing their minds and deciding not to attend McGill, and that there wasn't much difference in the amount of students who register for courses between June 15 and July 15, so the available places wouldn't fill up all that much then either.

A. Walsh offered that having it the same day that CEGEP registration opens would just simplify the process as there wouldn't be too many different dates to have to keep track of, as well as having to verify which category of incoming student the applicant might be.

This would be taken back to the various faculties and decided upon at the next SCSR meeting.

4.3 Schedule for Calendar Updates, Important Dates Updates, Room Scheduling – J. Barrett

J. Barrett asked if, by the next SCSR meeting, the schedule for Calendar updates and Important Dates updates and room scheduling could be supplied as it often affects holiday/availability plans for staff. A. Walsh wasn't positive that the information could be supplied by the next meeting, but it seemed possible for the May meeting.

Regarding the Important Dates document that was circulated, it was asked if there was any way it could be made more "sortable" and/or easier to read. A. Walsh stated that ES was not entirely satisfied with the format. She reported that ES was currently in discussions with the people who had the technical expertise and were looking into both the format and the timeline.

4.4 2009/2010 Field Courses – M. Michaud

M. Michaud reported that a list of 2009/2010 field courses had been circulated to the committee on Monday and that some feedback had already been received. He noted that he is only considering courses with enrollment, and would not be flagging courses that have no enrollment.

Regarding what the financial implications are for improperly coded field courses, M. Michaud stated that is primarily relates to space and equipment needs, as less of both is needed on campus if a course is offered elsewhere.

Regarding a particular course in a given term, it was noted that one section of the course is generally not listed as a lecture and another as a field course. At times there could be an additional field component, but they would still be in the same section. Some courses could be offered as a field course one semester and then as a lecture the next, however.

4.5 Class Scheduling Project – A. Walsh

A. Walsh reported that the Class Schedule would be available for students by the 25th of March and that the students would be starting advising on March 29th. The first draft had been circulated and ES was in the process of handling all of the feedback that was coming in. Currently, the only unit that was a bit behind was Music, but that was due to them having restructured their entire program in January 2010.

The schedule would be brought up for the departments a few days before it would be going live to students to enable any last-minute changes that may need to be engineered.

A. Walsh noted that one of the main difficulties that had to be dealt with while working on the schedule was the issue of what were reasonable instructor constraints. Some departments were very clear about what they were, while, due to the change in culture, others seemed to be experiencing a little more difficulty with the transition.

4.6 Verifications – H. Emami

H. Emami reported that during discussions on when various processes associated with the Immediate Transcript Request project might be run, it was discovered that some might interfere with the process that is run to create verifications. Upon further examination, it was noticed that there are quite a few items relating to verifications, particularly for Engineering, Education, Management, Music and CE.

Some departments confirmed that they are still receiving verifications in a paper format as well as PDF. Education reported that the verifications for Undergrads would be cancelled as of next year.

As it appeared as though there were more verifications being run than were needed, H. Emami asked the committee if the production schedules could be reviewed in order to ascertain which verification items could be discontinued and which ones are necessary.

Meeting adjourned by the Chair at 11:25 a.m.