

SUB-COMMITTEE ON STUDENT RECORDS

Minutes of Working Group # 343

December 9, 1992

Present: F. Ikawa-Smith (Chair)
L. Regan (Secretary)

Sharon Bezeau
I. Griffith
B. Haughton
J. Hendrick
D. Jackson
L. Lavergne
M. Lederman

J. Lenzi
M.J. McCullogh
D. Ross
J.P. Schuller
L. Verkade
A. Walsh

Regrets: Carrie Thompson, Steve Olive

1. Adoption of Agenda

It was pointed out that Dates for CTSR should be taken out as an item of new business. The Agenda should be numbered 343. With these corrections, the agenda was adopted.

2. Adoption of Minutes

A few grammatical and typing errors were pointed out: 1) 3.1, line 12, should read, "Priorities Sub-Committee Meeting. 2) 3.5, paragraph 2, line 5, should read "be left as"; 3.5, paragraph 2, line 22, should read "pointed out that although". 3) 3.6, line 9, the word 'this)' which comes after the word Education, was put in by mistake.

3. Business arising

- 3.1** Project list (161.3.5) Mr. Jackson said that while October was a good month, the same can not be said for November. Although the final figures are not yet in, it looks as though it was overspent. Mr. Schuller inquired about the number of requests. Mr. Jackson replied that requests are down, however, they were offset by resources spent on MARS maintenance and RECU submission. Mr. Verkade wondered if RECU should continue to be charged against student record resources.

3.2 RECU (212.3.4) Mr. Schuller reported that there is still no word on the Code Permanent as it is still before the Provincial Access Committee. Also, the specifications for auditing the graduates' file has not yet been provided by the government. The final file for summer will be run within the next 48 hours. Mr. Schuller asked the government whether the winter file could be delayed until the middle of the fall semester, allowing students to return to McGill in the fall and make the necessary corrections to their records. It seems this would delay calculations for the capital (vs. operating) grant. The Ministry was not receptive to the idea. Mr. Schuller will follow it up informally with other registrars.

3.3 Fee Information (222.3.4) Ms. McCullough reported that the fee payment deadline, which was discussed at the previous working group, has been approved as the third Monday in August. Vice-Principals Leggett, Tavenas and Armour held a meeting, at which they agreed that fee payment should not be linked to registration. This will result in more accurate registration statistics. Furthermore, registration procedures for next year will have to be reviewed and possible changes made. Ms. Walsh stated that returning students would have to pay any previous balance prior to registration. Mr. Griffith inquired as to whether or not Continuing Education would fall under this change. Ms. McCullough pointed out that it was proposed by Continuing Education in the first place. Ms. McCullough feels that the late payment penalty should be enough to encourage students to pay on time. A proposal was made to increase the interest charge. A memo from the Vice-Principals to the Comptroller stated that registration by MARS is contractually binding. Mr. Schuller feels that many students have the misconception that it is not. Students will have to be made aware of the consequences of a MARS registration. Ms. Lavergne asked how many new students might use MARS, decide not to come and neglect to withdraw. Ms. Walsh said that the Welcome to MARS booklet will have to be very clear in order to keep the numbers to a minimum. Ms. McCullough said that the late payment penalty for amounts up to \$200.00 has been changed from \$20.00 to \$30.00 and will be implemented in January. Major revisions undertaken to the fee formula tables to reflect to new student association fees. It was completed on time and Ms. McCullough thanked I.S.R. The tables were also revised to charge some students on a per credit basis rather than a flat fee (ex: Graduate qualifying).

3.4 Admissions Project (270.3.1) Ms. Lavergne reported that a merge of admissions and school database was finally done and is proceeding smoothly.

- 3.5** Touchtone Registration (270.3.5) Ms. Walsh said that resources would be needed to reflect the changes in policy on fees and registration. Mr. Schuller asked the Legal Advisor about the need for validated ID cards when students write exams. A photograph on an ID card seems sufficient. The mere fact of writing an exam confers no legal right to having it graded or earning credits. The Legal advisor suggested having an expiry date on ID cards. Doing without validation is still an issue as some libraries are not automated, and Athletics don't use the bar codes. Mr. Verkade asked whether or not Athletics should delay automation. Ms. Walsh suggested having a meeting sometime in January to discuss fees and registration for next fall and when to block access to MARS if a Registration Agreement Form has not been submitted. Ms. Lavergne asked for clarification on the point raised by Claude Lalande concerning procedures in admissions. The statement was merely intended to acknowledge that some applications are handled well into August.
- 3.6** Control of Systems Enhancements (313.3.5) # 26 - 6 person weeks will have been spent improving efficiency first to reduce response time and then look at other solutions. # 28 - will be completed for January. # 31 - work is under way.
- 3.7** Fee Payment by Credit Cards (337.3.5) Ms. McCullough reported that the cashiers office is now accepting payment by debit cards. This is a test period and so far there has been a good response. It is thought best not to advertise it until after the test period.
Ms. Lenzi reported on a meeting she attended. She feels that with the advent of MARS, payment by credit card should soon follow. She said that some schools had 75% of students paying by credit card. Mr. Griffith asked Ms. Lenzi for the names of the institutions. Ms. Lenzi will get this for him. Ms. Walsh indicated that the use of credit cards by Continuing Education is still being researched.
- 3.8** Schedule 25 (319.3.1) The Timetable was published without activities other than lectures (ie. labs and tutorials) so an addendum has since been published. Expanded use of 25E depends on some software solutions for those who don't have a Novell LAN. The Student's Society wants to use 25E.
- 3.9** Components of Academic Programs (267.3.5) No report.
- 3.10** Deadline for SR Changes & Refunds (328.2.21) The proposal was approved by CTSR.

- 3.11 Natural Connection (328.3.1) Mr. Schuller reported that the security proposal has been approved by CTSR; class rolls will include students in other faculties. Faculties will now have access to each others records. Sharon Bezeau asked about access for departments in Arts & Science to all records in those faculties since students seek advice from many sources. Mr. Schuller was concerned about infringing on students' rights to privacy. Ms. Walsh invited requests for access to the class roll function. Mr. Schuller cautioned against printing class rolls and then disposing of them in a non secure manner.
- 3.12 Recycling of Confidential Material (329.3.1) Prof. Ikawa-Smith feels that people are not aware of how to recycle confidential material. Mr. Schuller will draft a statement stressing the privacy of student information. Prof. Ikawa-Smith feels that it is extremely important that something be done to improve the situation. Mr. Schuller asked who should be addressed. Prof. Ikawa-Smith said chairs and deans.
- 3.13 Implementation of Withdrawal Policy (333.4.1) Ms. Walsh reported that not much time had been spent on the Withdrawal Policy in the last month. It was suggested that Mr. Griffith could move it to the enhancement list.
- 3.14 Student Record Handbook (208.3.5) Mr. Schuller called a meeting for next week regarding this issue.
- 3.15 Course Number Policy (222.3.3) Ms. Walsh had no report but felt that a meeting should be set up as it goes hand in hand with The Student Record Handbook.
- 3.16 January Registration (339.4.1) Previously discussed.
- 3.17 Summer Session Registration (342.4.1) Ms. Lenzi had circulated a document concerning priority access to summer session courses. There was extensive discussion of the purpose and use of registration passwords. Mr. Schuller suggested that a number of places be negotiated with the various teaching departments. The faculties were concerned about students who need certain courses to graduate.
It may boil down to a question of extra sections and available resources. Available staff and space versus grant revenue must be considered. Ms. Lenzi will meet with faculties to see what arrangements could be made. Ms. Walsh indicated there would be costs involved in changing the present system and that resources were not currently available.

The next meeting of Working Group will take place on Wednesday, January 13, 1993 at 10.00 a.m. in the Arts Council Room, Arts Building, Room 160.