

Campus Systems Users Group (CSUG) Notes – August 14, 2012 Meeting Notes

Members Present: Constance Chambers, Diane Davison, Yuki DeSoto, Adria Edwards, Kathy Elkins, Toni Haley, Michael Kelley, Delores Lee, Ed Liao, Gary Lo, Robert Masuda, Greg McCalmon, Mark McKellip, Cecilia Patz, Helen Remigio, Gentry Robertson, Martin Simpson, Lisa Stallworth, Michelle Taylor, Elcee Teng, Brian Thiele, George Toy and Frances Twillie

The meeting was chaired by Brandy McLelland, Director of Student Information Services and Registrar

System Updates

Admissions – Michelle Taylor

- 400 files in review for Fall 2012
- 100 files of transfer credit
- Spring 2013 majors open for upper division are Applied Studies and Quality Assurance. Through Extended Education, MBA, MPA, CPR and HUX with the exception of Occupational Therapy (state side) are open.

College of Extended & International Education – Brandy McLelland

- Summer session will end on August 17th and grades will be posted within 72 hours

Financial Aid – Delores Lee

- Fall 2012 disbursements will go out on August 15th
- Auditors are here this week
- Students are reporting that they are unable to accept the state university grant; issue has been reported to the I.T. Help Desk

IRAP – Lisa Stallworth

- ERSS reporting for Fall 2012 is September 24th

NSO – Brandy McLelland

- 2 more next week for international students and EOP/ETE

Student Financials – Brian Thiele

- Disenrollment will take place this week

Student Records – Mark McKellip

- Students on the waitlist are always dropped before school starts
- They must get a permission number from the instructor to add the class
- Students completing Early Start had a hard time registering for classes due to pre-requisites; Mark will work with Tracey Haney

Transfer Credit/Advising – Diane Davison

- The Fall 2012 addendum has been updated to include Orthotics

Technical – Gary Lo, Michael Kelley, Yuki DeSoto and Robert Masuda

- Gary will schedule a meeting to discuss Banner and what departments are still using the system and for what purpose
- Michael is requesting that no reports be ran on Monday, August 27th since 10 campuses will be up and running at the same time with heavy adds and drops taking place
- Michael is also requesting that if there is an issue, the protocol is contact Helen Remigio and Gary Lo via email, and open 1 help desk ticket for the affected area. The Chancellor's Office will be contacted and they will fix the problem
- Yuki suggested that any and all issues be reported, if possible, prior to 12noon when the checkpoint time with the Chancellor's Office is to take place
- Robert stated that absence management will be available on self-service by January 1, 2013 and staff will be able to enter their time and view their balances

Other – Early Start – Brandy McLelland

- Will end on August 15th and the exchange of grades will take place
- Academic side is reporting success
- Administrative side would like to improve the process

Next meeting: Tuesday, September 11, 2012 at 10:30am in the LSU