

**Minutes from Meeting with Associate and Assistant Deans Workgroup on 4/16/04
PS SAS (PeopleSoft Student Administration System)**

DATE: Friday, April 16, 2004

TIME: 9:00am to 10:00am

LOCATION: B16 Day Hall

TOPICS: conflict checking (double booking and overlapping classes), review of parking lot topics

Attendance:

Jennifer Gerner

Nan Colvin

Cheri Farrell

Brenda Lind

Robin Baker

David Yeh

Susan Murphy

Stan Taft

Cathy Dove

Janet Gray

Joanne LaValle

Jayne LeGro

Beth Cutter

Cassie Dembosky

Wendy Aquadro (for Jeff Doyle)

J. Ellen Gainor

Kathy Edmundson

Robert Smith

Don Viands

David Gries

Betsy East

Sharon Beltaine

Conflict Checking

“Conflict checking” refers to the functionality that controls whether or not students can enroll in classes that have been scheduled to take place at the same time (double booking), or classes that are scheduled at overlapping times. The PS/SAS provides “all or nothing” functionality for conflict checking: students are either permitted to or prevented from enrolling in classes that are offered at the same time or at overlapping times. As delivered, the PS/SAS does not allow double booking or overlapping courses. Allowing double booking and overlapping requires a change to the PS/SAS.

If Cornell “turns off” conflict checking, students will be able to double book or overlap classes in their schedules. If Cornell leaves conflict checking on, students who try to double book or overlap courses will receive an error message from the PS/SAS and they will not be enrolled in these classes. When conflict checking is left on, registrars can override the setting on a case-by-case basis to allow a given student to double book or overlap two classes under special circumstances.

There are standard class meeting times for undergraduate courses, but not for graduate and professional courses. The problem with overlapping courses is that instructors are permitted to teach at “illegal” times.

There are two issues involving conflict checking:

- students register for 2 classes sections that are scheduled at the same time (double book) to “hold” seats in both, improving the odds that they’ll get into one or the other
- students register for 2 classes that only overlap by 10 minutes and attend both

The college registrars proposed that we turn off conflict checking, allow students to double book and overlap their classes without receiving an error message, get a report on which students are enrolled in double-booked or overlapping classes, and deal with the problems on a case-by-case basis.

The AAD workgroup agreed that the PS/SAS should be set up with conflict checking off, which will allow students to double book and overlap their courses in their schedules. This is the way the current SIS (Student Information System) works.

When the PS/SAS is changed to allow double booking and overlaps, could a text message warning still be generated by the system to warn a student as she or he double books or overlaps courses? The PS/SAS Team will submit a request (case) to PeopleSoft to provide such a warning as an option in a future update to the system.

A suggestion was made that Cornell simply stop allowing the scheduling of overlapping classes. This proposal was added to the AAD workgroup parking lot list, in the “policy and procedure issues for AADs” section. This could be addressed later, perhaps as a formal proposal to the Faculty Senate Educational Policy Committee.

The PS/SAS Team will bring information showing how many classes have been double booked or overlapped to a future AAD workgroup meeting to illustrate the distinction between 10-minute overlaps and “shopping” for classes and to see how many cases of each exist.

The PS/SAS does include a “view my schedule” component that allows students to see overlaps in their classes.

EDP

Do participants in the EDP (Employee Degree Program) who are enrolled in a graduate school program really need to “go on leave?”

Transcripts

When there are more than 10 students in a course (undergrad and grad), a median grade is listed on the transcript.

Holds

“Holds” are called “service indicators” in the PS/SAS. Holds will work in the PS/SAS the same way they now work in the SIS.

Course Approvals, Cross listings

Cross-listed courses are currently entered by colleges into the SIS (Student Information System). OUR (Office of the University Registrar) generates reports of cross-listed courses from the SIS.

CALS requires cross-listed courses to be approved by its college curriculum committee, but this is just internal; they know nothing of their courses being cross-listed by other colleges.

The AAD workgroup discussed the lack of a formal approval process for cross-listed courses, and agreed that it would be helpful to develop a template for cross-listed courses developed for use by instructors and registrars. It would be useful to compare internal cross-listings to cross-campus cross-listings. This proposal was added to the AAD workgroup parking lot list, in the in the “policy and procedure issues for AADs” section.

Next AAD Workgroup Meeting

DATE: Tuesday, May 3, 2004

TIME: 8:30am - 10:30am

LOCATION: Day Hall Boardroom

TOPICS: uportal demonstration