Admissions, Records, Scheduling, & Student Aid  
10-22-2013  
Minutes


Members Absent: Henry J. Donahue, Anne L. Rohrbach

Guests: Michael Büsges, Cathy Schwab

The meeting was called to order at 8:30AM.

Minutes from the September 10th, 2013 meeting were approved and are posted in ANGEL.

Proposed class schedule changes for campuses in 2014: University Wide Class Meeting Times

- A one year moratorium (implementation is now slated for F2015) has been imposed regarding changes to the university class schedules for all campuses. A request to charge a subcommittee (Class Meeting Time Committee) to review the impact to commonwealth campuses has been made. Robert Kubat is a member of the subcommittee and will update ARRSA as it progresses. The subcommittee plans to visit campuses to better understand the impact of the class changes and scheduling. Suggestion: Run a survey to collect information.

- Penny Carlton has done some initial work regarding the impact of scheduling changes at the Commonwealth Campuses and will be sharing this information with the newly formed subcommittee. Information anticipated to be discussed includes: collected data to date, schedules, information, concerns, changes and some of the options. It is not clear at this point how the committee will disseminate and share the information once it is collected.

- A primary issue driving the schedule change is the need to save costs as commonwealth campus enrollments decline in some locations. The proposed changes are being suggested in order to contain and share costs between campuses.

- A primary concern is that there may be one less class schedule on Tuesday and Thursdays which could pose a significant monetary loss to commonwealth campuses. In addition, the ‘common hour’ (1-1.5 hour period) on commonwealth campuses could go away. This common hour is important as this is when the students (especially commuters) engage in extracurricular activities outside of class. Campuses feel they are faced with losing either a class period or the common hour and will have to determine which is most important. The impact of each must be assessed.

- Changing the schedule time could also impact adjunct faculty that teach at the commonwealth campuses.

- It is not clear how many students would be affected or benefited by the change in schedule – “first you have to do it before students can participate.” The common schedule would allow students access to courses not offered at their campus. It was suggested that there be student representation on the subcommittee.

LionPATH (ISIS replacement) update – Michael Büsges, Director Project LionPATH

- Michael Büsges will give a 15-20 minute presentation on Project LionPATH to the full Senate in December.

- Contract negotiations are currently underway and PSU is close to a RFP (anticipated approval at BOT meeting 11/22/13).

- Naming of LionPATH and LOGO was designed/determined by PSU Marketing program students.

- PSU will be using a 3rd party system. Penn State is a little late in getting this type of system, but has received a lot of support from administration. ISIS was no longer fulfilling the needs of the university. The most cost effective and least risky route was to have PSU purchase a system. 9 of the 11 ‘Big 10′ institutions are using this system. MI and Iowa are the only ones that are not using a 3rd party system. Michael’s team has brought these systems on-line to 4-5 different universities.

- The project site will be the 3rd floor of the Raytheon Building. ~50 PSU staff will be re-directed to this project. There is a 1:1 salary backfill for the system. Staff members will be elevated to fill positions vacated by staff members that will be leaving to work on the project. Lower level functions will be hired out by other staff or farmed out. Lower level functions can be supplemented with students (gives students educational opportunities & experience).

- LionPATH will provide 24-7 mobile access.

- Admissions, Student Records, Advising, Financial Aid, Billing, Data Warehouse, student financials, and student/faculty portals will all be affected by the transition to LionPATH.

- There will be a phased roll out from Fall 2015 to Fall 2016. This is generally when all of the issues occur. Students – and most faculty - will not use the system until 2016. The most likely impact on faculty will be in retrieving rosters, obtaining information on students, and the ability to do pre-requisite checking.

- PSU will run ISIS and LionPATH systems in parallel for 1 year. PSU will have an implementation vendor that will provide consultants – to assist our staff in implementation. PSU will own the source code. PSU will hire consultants who know the software system and PSU staff who know Penn State. This will allow easier integration of the system at PSU. The consultants will assist PSU staff in showing them what the most efficient software utilization is.
• PSU can change/customize the system. Customization is possible but expensive and will therefore be limited to changes that can be justified. Decisions will be need to be made. Some processes will change.
• There are plans to hold town hall meetings and create an extra-senatorial special committee that will be advised and provide input as the project progresses. Student advisory groups should be consulted as well.
• Elion will be revamped. Professional advisors will be hired part time to fulfill the needs of the advising committee. PSU will not get rid of ANGEL – the new system will be able to communicate with ANGEL.
• Communication with all stakeholders is crucial. Expectations must be managed. Faculty have been and will continue to be consulted for input throughout the process though it will be virtually impossible to include every person in every step of the decision-making process. There is no student involvement at this time. Student groups (UPUA and CSG) should be invited to participate in the process. The committee made several recommendations for the December presentation.

Revisions to Provisional Student Policies: Cathy Schwab, Director of Admissions Services & Evaluation
• The primary need for revisions to these policies is to ensure that PSU is compliant with federal student financial aid regulations. In order to be compliant University policy should reflect what the University process is for provisional students.
• Currently, a provisional student is individually admitted with conditions that must be met in order to move into degree status.
• Admissions is only looking at freshman provisional students at the current time.
• The University recognizes provisional students as regular degree seeking students in order for them to receive student aid. The proposed revisions document will need to provide a rationale for changing the policy and should track changes of the revisions for the purpose of comparison.
• Discussion centered on proposed revisions to Provisional Policy 10-00, Provisional Student 12-00, Provisional Student 02-50, and Degree Candidates 05-80 policies.
• A subcommittee (Bob K., Cathy S., Anna G., Bob C., Rick R., and Anne R.) was formed to determine if we should continue with separate provisional student policies or combine them into a single policy (10-00). It will be important to ensure that any policy revisions are consistent with existing policies described elsewhere in the Senate policy manual.
• This year there are only 18 paid provisional students at University Park. There are ~100 World Campus and 268 provisional students at commonwealth campuses.
• Additional discussion: 1.) In policy 10-00, what is meant by “academic success” & “good standing”? These should be defined. 2.) What specifically constitutes evidence of ‘academic success’ for provisional students in order to change to college of enrollment? Can we define and provide examples of ‘academic success’ mentioned in Policy 10-00? Senate policy should state what needs to be done to address the conditions that the student must satisfy in order to change status to their college of enrollment or DUS. Q: Is there ever a case when someone has a HS diploma but that is not enough as a demonstration of academic success? A: Yes. Although a student may have a high school diploma, they may not have scored high enough on the standard tests to meet minimum admission requirements. If there are questions that deal with convictions, there should be evidence. Q: How do universities acquire this information? A: It is usually on the student’s transcript if they have been suspended, but this isn’t true for all high schools.
• Decision: The modifications to the policies will not be done in time for the December Senate meeting. The subcommittee goal is to have a document to review in December and submitted to the Senate in January.

Course Scheduling Credit Overload Issue
Martha will invite David Gray to the December meeting
• Some students schedule in excess of 19 credits so they do not have to schedule an extra semester in order to graduate.
• Some students register for extra courses until they know which ones they like and want to keep – which prevents other students from enrolling in the course.
• Students no longer need an adviser to sign off on an overload. Advisors may not know that the students have scheduled more than 19 credits. Students can take as many credits as they want. There are no signatures required on the add /drop form, but the policies do state that the limit is 19 credits.
• ARSSA decided not to do anything about this issue in the past.
• What is considered a reasonable overload? How many credits should a student be allowed to schedule before they are charged extra fees by the University? We requested updated information from the Registrar’s office (Paula Hamaty) to find out how frequently students take in excess of 19 credits and how they perform when taking overloads.
• The University is starting to look at charging students more money for enrolling in more than 19 credits (F2013 University Planning Report to UE). PSU’s financial model is based on the number of credit hours a student pays.
• Martha will invite David Gray to the December meeting. Suggestion - look at TCU’s study regarding how to charge additional funds for taking more credits (tuition is based on 12-18 hours of enrollment each semester)

Faculty Senate Scholarship Report – Anna Griswold
• On behalf of the Faculty Senate, the Office of Student Aid facilitates the awarding of University Scholarships designated as ‘Faculty Senate Scholarships.’

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• Twenty-one endowments and one annually funded source generate the support for these undergraduate awards. If a donor doesn’t specify where the donation goes, the Office of Student Aid assists in directing the funds. Each year ARSSA reviews the report and sponsors it at the December Senate meeting.

• In consultation with the Faculty Senate Office and under guidelines developed by the committee on Admissions, Records, Scheduling and Student Aid (ARSSA), the Office of Student Aid ensures the equitable distribution of scholarships across all campuses. Campus allotments are in proportion to campus undergraduate enrollments.

• Available spending tends to fluctuate year to year based on the value of the University’s investment pool and the available endowment earnings.

• It was suggested that the ‘Average Need Index’ be defined (as a footnote) in the report.

The meeting was adjourned at 10:45AM

Next meeting 8:30AM December 10th in 112 Shields Bldg.

Respectfully submitted,
Martha W. Aynardi, Chair