Committee Members Present: J. Milner, S. Owczarek, W. Singer, C. Bergman, A. McDaniel

Committee Members Absent: A. Goldstein, M. Romero, K. Wasserman, M. Young

Guests & Notetaker: Sharon Sumner

AGENDA
1. **Introductions, welcome, and announcements**
2. **Endorsement and Approval Items:**
   a. Approval of the November 2018 ACPRAC minutes
   b. Revisit/Approval of Clarification of Changes related to Mid-cycle Guide Update (table added for clarity from November ACPRAC meeting)
3. **January Mid-Cycle Update:**
   a. Discussion from ACPRAC members: how did it go?
4. **Class Section Builder:**
   a. Update: suspending Class Section Builder
5. **Guide Updates:**
   a. General updates
   b. Reminder: February 22nd is the School/College Guide Coordinator Deadline.
   c. Open Labs: to be merged with Lumen-Programs Open Labs going forward. See the Lumen Calendar for days/times.
6. **Lumen-Courses Updates:**
   a. General updates, bridge updates
7. **Lumen-Programs Updates:**
   a. General updates
   b. Open Labs: to be merged with Guide Coordinators Open Labs going forward. See the Lumen Calendar for days/times.
8. **DARS Campus Group Update:**
   a. General update
   b. APIs, Course Search & Enroll App development (including Degree Planner)
9. **CourseLeaf Data Updates:**
   a. Program Learning Outcomes and Course Learning Outcomes in CAOS

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*Perspectives of Committee Members*

ACPRAC members are participating on the committee both as representatives of their school/college policies and practices and as advocates for the “future state” of academic and curricular policy information on behalf of the broader campus community. Members will collaborate to envision and lead toward standardization of practice that will benefit the broader campus community. Expertise and information related to specific school/college practices are important, but because ACPRAC is not a school/college representative council, those matters are framed at ACPRAC in service to advancing the project for the community. *(ACPRAC Working Agreement: modified and approved Nov 16, 2018)*
1. **Introductions, welcome, and announcements**

   (return to Agenda)

   a. No need for intros; Sharon Sumner present to take notes

2. **Endorsement and Approval Items:**

   (return to Agenda)

   a. The [November 2018 ACPRAC minutes](#) were approved.

   b. Revisit/Approval of Clarification of Changes related to Mid-cycle Guide Update:

   1. W. LIPSKE summarized that the text of the document (see link above) is unchanged. At November 2018 meeting, this group review the text of the document, but also asked for a visualization. At the bottom of page 1 and onto page 2 is the visual representation of the text. Since the November ACPRAC meeting, the LUMEN Programs core team and the GUIDE Coordinators folks also review & endorsed this addition. WILL LIPSKE asked for review & approval. Voting members of the group gave thumbs up on approval of the document.

   **Endorsement Item**  “Clarification of Changes related to Mid-cycle Guide Update” approved.

3. **January Mid-Cycle Update:**

   (return to Agenda)

   a. Discussion from ACPRAC members: how did it go? Feedback? WILL LIPSKE began discussions by asking the ACPRAC members in attendance how the January mid-cycle update went for their Schools/Colleges. Have folks heard anything from departments re: any problems, issues, questions?

   1. A. MCDANIEL stated she heard nothing, so presume things went okay.

   2. K. DETERMAN said they had nothing to report.

   3. J. MILNER noted the process was challenging in the number of RO and APIR tasks. 187 items in Mid-Cycle update que with well over 100 being for the mid-cycle (Summer term effective date.)

   b. Additional discussion:

   1. J. MILNER wondered at this point, are changes 3 times a year, with excess of 100 pages, really what schools/colleges want? Is this where we want to be placing our resources?

   2. A. MCDANIEL asked whether perhaps the numbers are because we are going through initial phases of the process; cleaning up items from migration/initial entries? Perhaps future cycles will be different?
3. W. LIPSKE told the ACPRAC group that he would bring some analysis back to ACPRAC as well as to the LUMEN WORKING TEAM, to demonstrate what we have to manually do each time for mid-cycle updates.

4. W. LIPSKE will come back to ACPRAC for approval for milestones/dates regarding 2020 updates. The prior deadline was 12/20/18 for publication date of 1/4/19. With holidays & break, that was a pretty quick turnaround to do the necessary work. Wondering if we need to push the deadline for submission prior to 12/20 for the 2019 – 2020 cycles. Folks need to know that the mid-cycle update process is not as automated; it is all manual.

**Action Item** W. LIPSKE will come back to ACPRAC for approval for milestones/dates regarding 2019 - 2020 calendar.

5. C. BERGMAN noted that one issue that L&S experienced was some confusion over overlapping deadlines. Clarified that when saying “mid cycle update” we are talking about changes submitted by 12/20/18, that had effective dates for SUMMER 2019, and were published 1/4/19. Confusion when started proposals/changes for Fall 2019 effective date prior to the 1/4/19 publication, that had the “book off the shelf” unable to make Summer 2019 changes, because was already off the shelf for Fall 2019 changes. (If changes were Effective for Fall 2019, they are still in the cue, and not yet published.) C. BERGMAN just noting that the timing is confusing because activity for Fall 2019 was started before the deadline for Summer 2019 submissions.

6. W. LIPSKE stated that many of the items could have been caused by course changes. W. LIPSKE noted 958 red box courses, which will require changes.

7. P. RAMANATHAN wondered if folks are even thinking about the timing of the change & the effective date request. Are they considering whether the change can wait until Fall, or are they just entering proposals for the nearest term regardless of whether it is mid-cycle or annual. For example, the change comes to them, they enter it for the next cycle, without real thought on the resources need to process or the differences between mid-cycle and regular.

8. J. MILNER noted that we process based on the effective term designated in the LUMEN Programs proposal to determine what gets updated for mid-cycle and what gets updated Fall.

9. W. LIPSKE noted that part of the issue is that there is not a lot of pain on the School/College side for the mid-cycle updates. But a lot of manual work for RO and APIR.
10. C. BERGMAN noted that in the case of L&S, they instructed folks to “check out the Fall 2019 book” (LUMEN Program proposal) and start working on changes early for necessary work on 4-year plans, etc. Therefore, lots of folks were “in the book” for Fall, and timing was off if anyone wanted/needed to make a Summer 2019 change by the 12/20/18 deadline for mid cycle update that was published 1/4/19. In summary, they started work for Fall 2019 before considering whether there might need to be any changes/input for the Summer 2019 effective dates (for the 12/20/18 deadline w/ 1/4/19 publication date.) So, C. BERGMAN asked if we even need the mid-cycle update? Doesn’t this extra cycle just make the process more confusing? L&S decided not to encourage mid-cycle updates, so folks could just focus on Fall 2019 effective date material. Will be interested to see what, if anything, was submitted by L&S as mid-cycle updates for Summer 2019 effective dates.

** Action Item ** W. LIPSKE to report back at future meeting with stats that might help inform how the LUMEN Programs mid-cycle update process was working, and how it might work in future.

4. Class Section Builder (CSB):

   (return to Agenda)

a. Update: suspending Class Section Builder
   1. W. LIPSKE noted that this group had heard on other occasions the theme of trying to improve Class Section Builder. Based on the review of current RO resources, with SIS PeopleSoft 9.2 on its way, and no vendor support for the CSB bridge, and other issues, the decision was made to suspend Class Section builder until after 9.2, and then evaluate to see if the vendor has a working bridge available at that time.

   2. KATHLEEN CUMMINGS will be working to provide additional trainings for curricular reps who have only had the CSB experience. Veteran staff will be okay using prior system; but new folks will need training. Will now have SIS-exclusive world for class scheduling beginning February 2019.

   3. No questions, concerns or reactions.

5. Guide Updates:

   (return to Agenda)

a. General updates
   1. Met last month (December 2018) with Guide coordinators.
   2. Approved/endorsed the “when pages added/removed mid cycle document”
   3. Close to having revisions completed regarding what can get updated on a tab-by-tab basis.
   4. EMILY REYNOLDS, Academic Planning Specialist from the UW Madison Graduate School Office of Academic Analysis, Planning and Assessment had some suggestions.
   5. Be watching for a shift in a few things on the tab structure.
b. Reminder: February 22nd is the School/College Guide Coordinator Deadline.

1. W. LIPSKE summarized that for the February 2019 deadline, Guide Coordinators must have NON-GOVERNANCE content completed by 2/22/19. Know that it is still possible that they might also have some governed content submitted after that date. For example, if a new LUMEN Programs proposal was approved in March 2019, the RO would work closely with coordinators to get the GUIDE pages as needed. Otherwise, all other non-governance changes must be done by 2/22/19.

c. Open Labs: to be merged with Lumen-Programs Open Labs going forward. See the Lumen Calendar for days/times.

1. Understanding that GUIDE is a representation of both governance and non-governance items, beginning with February 2019 Open Lab time, we will combine GUIDE and LUMEN open lab trainings with representatives from both Office of Registrar and APIR available. This was a Guide Coordinator request. Guide Coordinators see the work as one process, so moving forward toward that implementation. Offering monthly open labs, with more sessions in mid-February before the 2/22/19 deadline for the 6/1/19 publication date.

2. Questions, concerns, reactions: C. BERGMAN agrees this is a good idea to combine the open labs. W. SINGER noted that it seemed good to take the feedback/requests of the coordinators into consideration & make the change.

6. Lumen-Courses Updates:
   (return to Agenda)
   a. General updates, bridge updates

1. J. MILNER reported that she knows there have been problems; but they are resolving them as they appear.

2. W. LIPSKE noted that SCOTT GOLUEKE in the Office of the Registrar is currently serving as the bridge to get data into PeopleSoft; having issues with combined sections processing correctly. Hoping to automate in future.

3. W. LIPSKE noted that looking at how LUMEN COURSES is working with AEFIS. As we continue to expose data, we are cleaning up. Have been effective date issues to update. Some CAOS issues. Have discovered that AEFIS was not using proper academic structure (departments) before. With LUMEN Programs, we are now seeing when AEFIS is not aligned with academic structure. For example, in our academic structure there should not be separate Departments for SPANISH and PORTUGUESE. Academic Structure consists of just one department, “Spanish and Portuguese”. Course SUBJECTS are not DEPARTMENTS.

4. Otherwise, per J. MILNER, LUMEN Courses seems to be going okay.
5. The form for adding/changing courses in LUMEN Courses does not require a lot of training; no need for open labs; folks are able to use with relative ease.

7. Lumen-Programs Updates:
   (return to Agenda)
   a. General updates
      1. J. MILNER provided an overview of mid-cycle update. Scheduling meetings with APIR, W. LIPSKE, and JOSH MORRILL, Assistant Dean in the Grad School. Continued feedback from Schools/Colleges that LUMEN Programs is way more work than in the past. She continues to tell them it’s just different and takes energy to implement / adopt a new system.
      2. P. RAMANATHAN noted that he feels things are getting more stable. He knows how to manage the system now.
      3. J. MILNER noted that we’ve now moved into the SUPPORT status with CourseLeaf vendor. Will noted that our CourseLeaf support person does GUIDE, LUMEN PROGRAMS and COURSES for us. He knows our system, so this is helpful.
      4. J. MILNER reminded folks that although not specifically a LUMEN Programs issue, folks should be aware that because of spring break and the accreditation project, THERE IS NO UAPC GOVERNANCE APPROVAL IN MARCH. If something needs approval, will need to get proposal in for February or April meeting.
   
   b. Open Labs: to be merged with Guide Coordinators Open Labs going forward. See the Lumen Calendar for days/times.

8. DARS Campus Group Update:
   (return to Agenda)
   a. General updates:
      1. SHARON SUMNER noted that the Campus DARS group met on 1/4/19. The meeting was mostly updates from the RO to our school / college partners since lots going on since last meeting in November (and we did not meet in December.) Three specific topics to share from the DARS campus group meeting. (Notes below #a – #c are from DARS campus group meeting):

      Updated the group on CollegeSource Self Service exploration: MATT EVANS provided the update to the group. After two demonstrations from the vendor, the RO and DoIT staff determined that the CollegeSource SelfService features did not provide us with many of the essential features we rely on in current DARS request page, so it was decided that we would not be taking any future current action to further explore the Self Service features of uAchieve.
Update on Degree Planner/Course Search & Enroll App development: AARON APEL provided an update. API out of DARS would allow other external applications to call an audit/run an audit. Gave the group a time to ask questions and provide suggestions for future development ideas.

Lumen-Programs workflow & DARS encoding: WILL LIPSKE provided an update regarding the RO DARS Encoding team experience after its first semester (Fall 2018) of using the LUMEN PROGRAMS workflow. The DARS Campus group discussed how we might best interpret the effective dates in LUMEN Program proposals so they are accurately represented in DARS encoding. The DARS Campus group decided to move the topic of discussion to the February meeting in order to could devote adequate time to further define the questions & present possible best practices going forward.

2. WILL LIPSKE added that the RO Campus Encoding Service just completed a Memo of Understanding (MOU) with a DCS Capstone Certificate in which we will maintain their encoding, process exceptions, and clear certificates. This was exciting because it was one of the first MOU’s to reference using the LUMEN Programs workflow processes as the means to communicate changes/updates for DARS encoding.

3. Any questions, comments or items to take back to the DARS Campus encoding group? None.

4. C. BERGMAN asked if there was any plan to integrate degree planner features with 4-year plans in GUIDE. This question happened to be a well-timed transition to the next topic.

b. APIs, Course Search & Enroll App development (including Degree Planner)

1. COURSE SEARCH & ENROLL APP:
   a. S. OWCZAREK provided the following updates:
      1. Course Search & Enroll App will be replacing course search functionality. Three SOAR cohorts have used the tool so far for enrollment. About 60% of students were using Course Search & Enroll app this Fall.
      2. Most of the students who are NOT using the Course Search & Enroll App are at the grad school and professional level; and many seniors are still using the old tools.
      3. Took special interest in meeting with those low-use groups to talk about the Course Search & Enroll app to present features & encourage them to use the tool going forward.
4. After SIS 9.2 (July 1, 2019) the only way to enroll will be through Course Search & Enroll app. All other tools will be turned off. (Admins could still enroll via SIS; but student access will only be through Course Search & Enroll app.)

b. DEGREE PLANNER feature of COURSE SEARCH & ENROLL APP:

1. S. OWCEZAREK provided additional details on the degree planner feature:
2. Working on a degree planner tool now. Students will be able to build a plan, share the plan with advisor. These features to be delivered before Summer 2018 SOAR.
3. At Summer SOAR, students will be able to: search for courses, build a schedule, and develop a plan.
4. Presented mock-ups of the degree planner tool as proposed to be included within Course Search & Enroll app in time for Summer SOAR. Discussed some of the current & future ideas regarding development of the tool. For example, demonstrated the ability to drag a planned course from one term to another, or to save the course in another area for potential use for future terms/planning.
5. Noted various data-use considerations. Want to try to first ask users what the planner should look like & what functionality would be most helpful, then work backwards from there to determine what we actually need to build. Rather than building something first, and then rolling out to users.

**Action Item** W. SINGER will talk to advising community to get info and to bring out their ideas.

c. DARS API feature related to Course Search & Enroll App
1. Another tool in development is the DARS API. With API, would explore how Course Search & Enroll App could better use info from DARS & potentially create a look/feel / user experience more in line w/ other features of Enroll app for DARs.
9. **CourseLeaf Data Update:**

(retour to Agenda)

**a. Program Learning Outcomes and Course Learning Outcomes in CAOS**

1. S. OWczarek gave an update to note that are work is happening to correct issues related to learning outcomes in CAOS.
2. W. Lipske noted that one issue regarding CAOS was because it was using SUBJECTS rather than DEPTS; issue in data re: Academic Structure.
3. M. Bischoff says APHIS is getting a better sense of aligning CAOS academic structure. M. Young has a “Band-aid” solution (a flat file) right now; W. Lipske said there are some workarounds now re AEFIS.
4. M. Bischoff asked when can we use data? Was noted that still need to go to M. Young to help figure out what is needed. Do NOT go to InfoAccess yet.
5. W. Lipske reported that per Jon Orum, AEFIS can use what M. Young has for the time being. Is not a long-term solution, but can do this for now, as a temporary solution.