



**Steering Committee for Administrative Computing  
AGENDA, NOTES AND ACTION ITEMS**

**February 10, 2004**

**Members Present:** Calvin Eckel, Jim Pritchard, Candy Bacon, Patty Moore, Fred Estrella, Max Davis-Johnson, John Campbell, Pat Haeuser, Patrick Martin.  
**Members absent:** Ron Pitt.

Call to order 3:35pm.

- I. Review and approve prior Minutes – December, 2003.  
Minutes approved as presented with the following revisions: Add Candy Bacon to the *Members Present* list. Also, add Calvin Eckel to the *Members absent* list.
- II. Finalize recommendation regarding changing Tuition refunding percentage starting Fall 04 – Calvin Eckel

Calvin reported to the committee his findings regarding the University of Arizona Tuition Refunding policy.

- A. The committee discussed the impact of the policy on Financial Aid Students and the WebCT students.
  - B. Discussed how to apply the policy to the various session lengths that are used at the N.A.U. campus and in the distance learning programs.
  - C. The committee members present unanimously approved the recommendation that the refunding schedule be changed as follows:
    - i. Regular 16, 12 and 8 week sessions will have two weeks of 100% refund of all tuition and related fees. No refund after two weeks.
    - ii. Regular 5 and shorter week sessions will have a 100% refund for one week and no refund after.
    - iii. This policy would go into effect starting in the Fall 2004 term.
    - iv. Calvin will prepare and circulate for comment a one page summary that will go before the President's Cabinet for final approval.
    - v. Calvin will also ask for comment from the Student Body President, Janessa Bailey regarding the proposed change.
- III. CMC – Max Davis Johnson  
All items to be included in the CIT update.
  - IV. Regular Updates – CIT – Max Davis-Johnson.



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1. Midterm Grade will be completed February 21<sup>st</sup>.
2. Spring Census and Enrollment Cohort Reporting complete.
3. Year End – W2's and 1098 accomplished on time.
4. Degree Audit for Students went on line, February 5<sup>th</sup>. Currently 379 students have run a degree audit report as of this meeting. The Provost will officially inform the student body of the Degree Audit system on February 16, 2004.
5. Enrollment cancellation was accomplished on January 17<sup>th</sup>. The committee agreed that there must be future discussion regarding the Summer Session Enrollment cancellation process.
6. College Net On-Line Application has a target completion date of March 15, 2004.
7. New *Learner Services* page went on line February 2, 2002.
8. Drop deadline was moved from February 6, 2004 to February 11, 2004 due to the February 4<sup>th</sup> snow day.

V. Good of the order – All

Max Davis-Johnson informed the committee of the current status of the Advantage upgrade proposal. Waiting for approval....

Fred Estrella reported the status of upgrading the current mail gate email system that includes:

- Mailgate server upgrades
- Mail Storm Management Software
- Dedicated listserv server
- Bouncing spam before it reaches NAU

John Campbell – updated the committee of the current status of the Core Skills Literacy Exit Skills proposal.

Moved to adjourn.

Meeting adjourned 4:34 pm