

IOWA STATE UNIVERSITY™

Professional and Scientific Council

General Council Meeting

February 1, 2024, 2:10 P.M.

Room 3580, Memorial Union

**Councilors: Please make sure you have signed in
at the registration table and have your name placard**

- **Call to Order (Jason Follett)**
- **Establish Quorum (Jason Follett)**
- **Approval of the Agenda**
- **Approval of the Minutes**

December 7, 2023, General Council Meeting Minutes

Administrative Reports

- **Kristen Constant & Steve Mickelson**

Workday Student

Student Information and Receivables Project

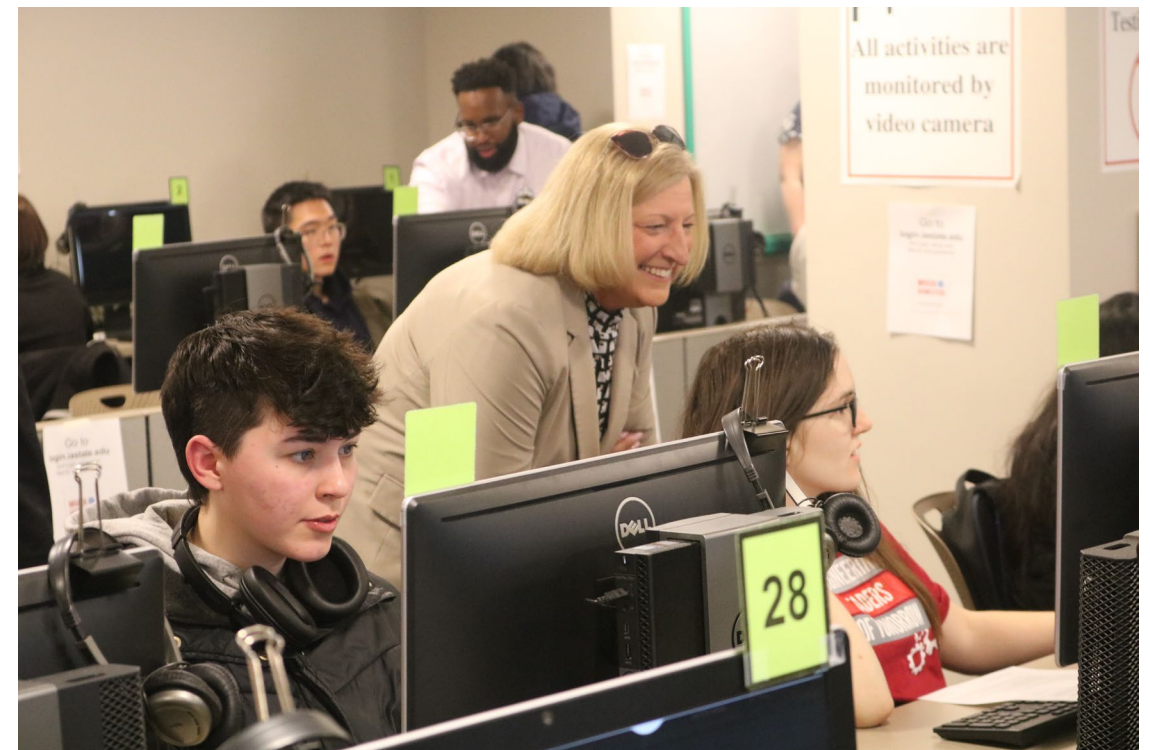
P&S Council

February 1, 2024

Kristen Constant and Steve Mickelson

Workday Mock Semester

January 29-February 1



Workday Mock Semester

Sneak peek at Workday Student functionality

Students

- Create a schedule, register for classes
- Create and view their academic progress
- Drop a course
- View and change their personal information

Faculty

- View a class roster
- Grade a class in Workday

Advisors & Staff

- View a student's academic record
- Run the advisor's dashboard
- Request a waiver of requirements
- Manage holds

- Invited 500+ students, faculty and staff.
- Move through everyday scenarios.

January 29-February 1

- Durham Center
- 10 a.m. – 2 p.m.

February 2

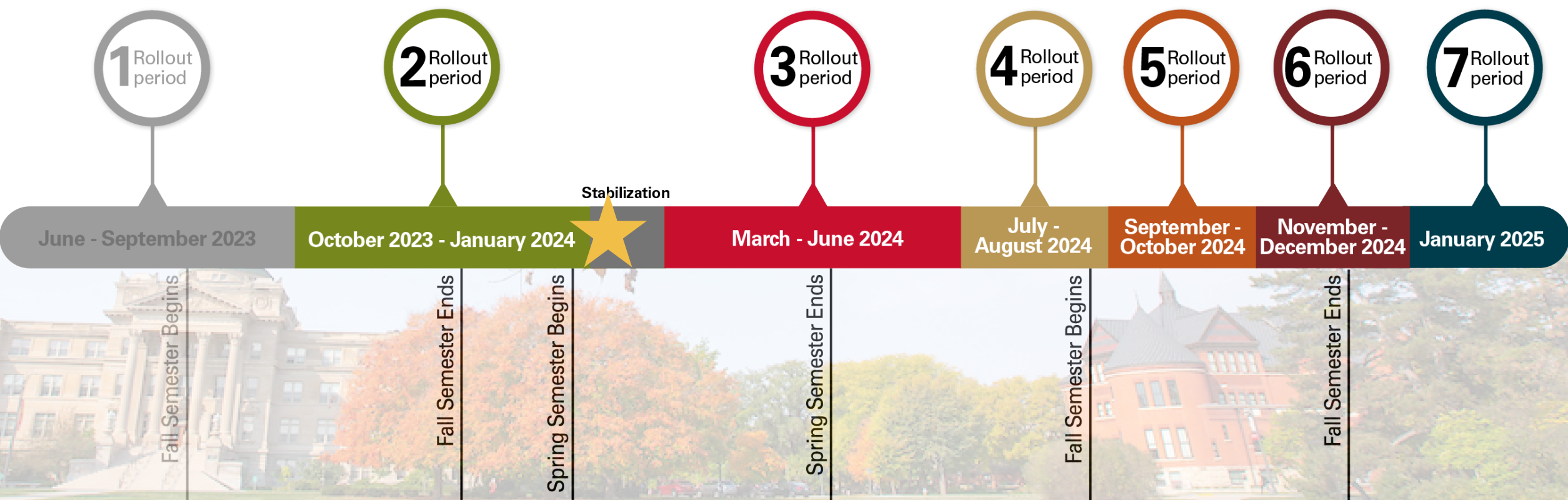
- College of Veterinary Medicine
- 3 – 5 p.m.

Workday Student Schedule



IMPLEMENTATION TIMELINE

Workday Student and Receivables



Workday Student Schedule

June 2023	September 2023	March 2024	August 2024
Began accepting undergraduate admissions applications.	Began accepting graduate admissions applications.	Students register for fall 2024 courses in Workday	Instructors can view course lists and grade students in Workday.



March - June 2024

Spring Semester Ends

Change is Coming

March 2024

- Undergraduate degree audit = academic progress report (APR)
- Graduate program committees, graduate academic plan, English placement test, graduate English certification test, graduate faculty nominations
- Course registration, historical students

April - June 2024

- Financial aid packaging

When will Students Register in Workday?

New course registration process for fall 2024

Students **registered for Spring 2024** courses in AccessPlus.

Students will **register for Summer 2024** courses in AccessPlus.

Students will **register for Fall 2024 courses** in Workday.



Workday Student Implementation is Near

Systems may be slow February 10 - 18

- **32+ million rows of student and supporting data** will be loaded.
- Process will run **24/7, January 27- February 25**.
- **Report changes and new reports will be delayed**. Faculty and staff should avoid running long, complex reports and other high data-driven activities.
- Volume of **data moving may have impacts** on system performance.
- Biggest **impact for faculty and staff will be February 10-18**. During this time, Workday users may experience system delays as the data is moved.

Workday for Admissions will be Unavailable Feb 10 at 1 a.m. to Feb 12 at 8 a.m.

Just after midnight on Friday to start of work hours on Monday

What's Changing - What's Not Changing



Student Functions Moving to Workday

Student registration, degree audit, financial aid and more.



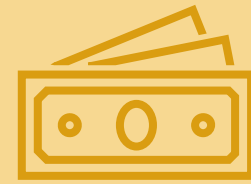
Class Registration

- 4-year plans.
- Automatic prerequisite checking during registration.
- Course numbers have 4 digits.
- No more RANs.



Academic Progress

- Degree audits are now called academic progress reports (APR).
- Interactive percent complete trackers.
- Easy access to contact information for advisors and other campus contacts.



Finances

- Financial aid packages can be accepted or declined from a student's phone.
- Notifications for upcoming deadlines or account holds.
- Updates to tuition payments and U-Bill actions.

Changes

Course Number Expansion

Course numbers will have 4 digits instead of 3.

- Course numbers will be converted to 4 digits with a 0 added to the end.
- “7” will be added to beginning of professional development course numbers.
- Additional course information will be displayed. For example, laboratory courses can be displayed with "Lab" course type.

Preferred vs. Legal Student Name

Instructors will see preferred name in course lists.

- Undergraduate and graduate applicants are asked to provide both a legal and preferred name.
- If no preferred name is provided, the legal name will be used.
- The preferred name will be used to populate the student record.

Automated Prerequisite Checking

Prerequisites will be automatically checked.

- Prerequisites will be checked by an automated software process before course enrollment is permitted. Students will receive immediate feedback.
- Enforcement will apply to all courses and be configured consistently across all areas.
- Ability to request override.

More Changes

Waitlisting for Select Courses

- Students can add their name to a course waitlist during registration period through the first week of classes.
- Students will be placed in the course as seats are made available when students drop the course.
- Instructors can view the waitlist.

Course Fee Request Forms

4 forms will be used to request course fees.

- Workday report lists course fees to review and confirm which academic year.
- A request will need to be completed for each individual course fee.

Staff Will Use Two Systems – for a while

Transition period from March to August

- It's important to check both systems.
- Information for prospective students will be in Workday.
- Information for continuing students will be in legacy systems.
- Check other system if student record isn't found.

**Reminders added to
ADIN and
AccessPlus**

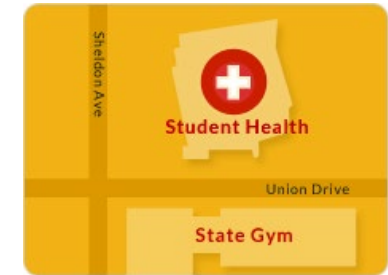
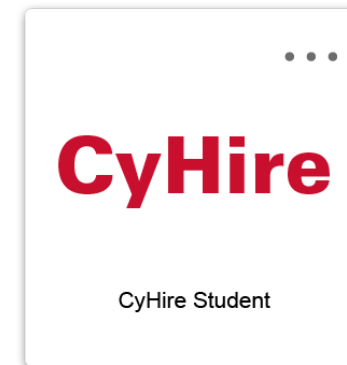


FUNC	BR	ID/SSN	S	TERM	AP	TYPE	REMINDER: CHECK WORKDAY				
		NAME									
Date	11-16-2023				STUDENT NAME BROWSE		Time 08:43				
FC	NAME				UNIV-ID SSN		TERM	AP	MAJOR	TR	NO ---ACTION--C

Staying the Same

Access these systems and processes in their same location

- Canvas
- CyHire
- Department of Residence
- Dining Dollars
- ISU Bookstore
- Navigate -EAB
- Parking
- Thielen Student Health Center
- MyState App will still be available

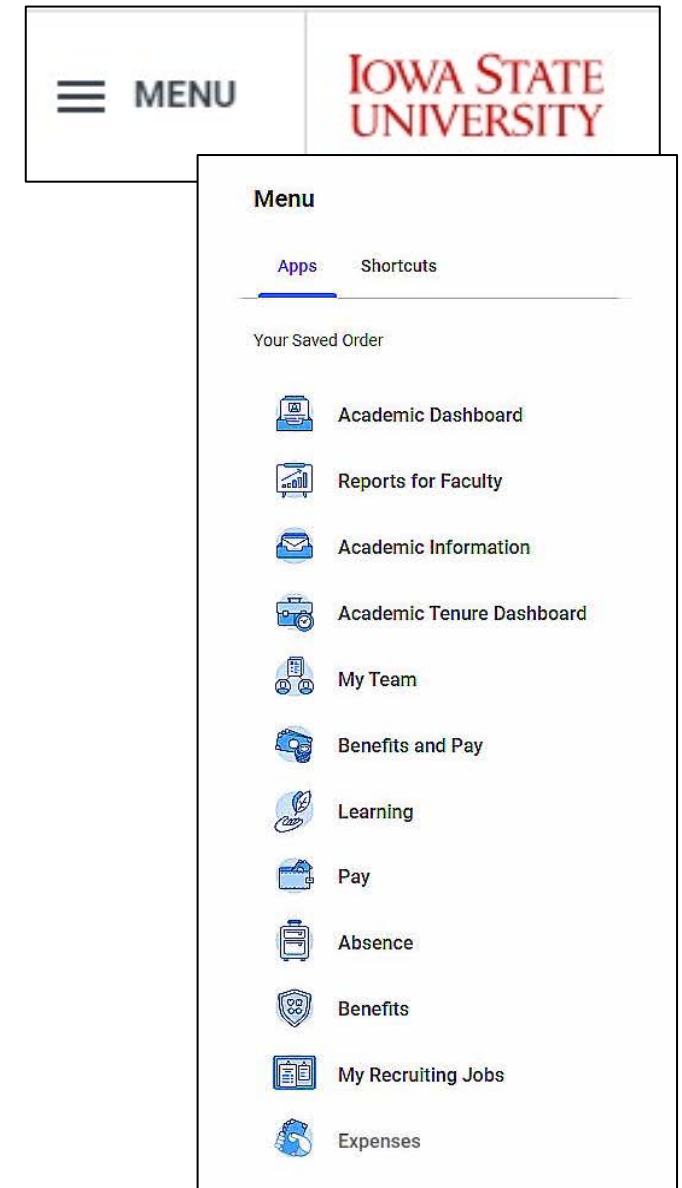
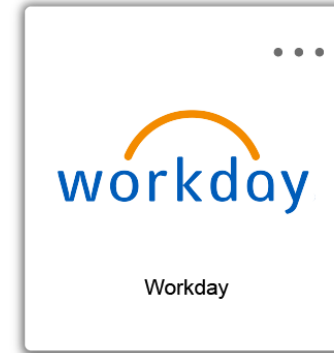


How to Log in

Accessing Workday

Click tile on Sign On Dashboard

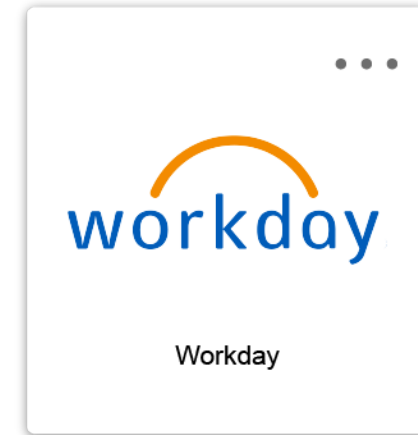
- Incorporated into Workday.
- Not a separate button, tile or system.
- Access to apps is based on role and responsibility.





Workday Tile for Students

- The Workday app will automatically appear on the student Sign-On Dashboard in March before they register for fall 2024 courses.
- The app can be added to mobile devices at that time.



login.iastate.edu

Creating Awareness

College meetings

- **College Advising Committee meetings**
 - Advising team members have met with 5 of the 6 college Advising Committees.
 - No formal presentation, an opportunity to address questions.
 - Great feedback has been received and is being put into action.
 - Results feel very positive.
- **Student Service Directors meetings**
 - Leadership is meeting with the Student Service Directors regularly.
 - Topics include planning for support of students and advisors.
 - Collaborative planning with the goal of consistent support across colleges.

New Training Webpage in Development

Training by Role

Access training materials based on your role or to assist those in other roles.

Resources will be added as functionality is improved or added.

Undergraduate Advising: Faculty and Staff

Sample Duties

If you are involved in helping undergraduate students plan their degree programs, change their major, review their academic progress and transfer credit.

[Access Training](#)

Graduate Student Support

Sample Duties

If you are involved with graduate admissions, admissions committees, final evaluation, you are a director of graduate education or departmental leader, or you provide departmental support.

[Access Training -- Link Needed](#)

Graduate Advising

Sample Duties

If you are involved with the Graduate program of study and committee, faculty committees, graduate advising, or you are a director of graduate education or departmental leader.

[Access Training -- Link Needed](#)

Instructors: Faculty and Staff

Sample Duties

If you are involved with teaching any undergraduate or graduate courses, laboratories, etc.

[Access Training -- Link Needed](#)

Provide Feedback

- What are your concerns?
- What do you need more information about?
- What don't you know?

Project Co-Leads

Kristen Constant
Vice President & CIO
constant@iastate.edu

Steve Mickelson
Senior Policy Advisor
estaben@iastate.edu

Professional and Scientific Council Executive Committee Reports

- **President – Patrick Wall**
- **Secretary/Treasurer – Suzanne Ankerstjerne**
- **Vice President of Communications & Community Relations – Sarah Larkin**
- **Vice President of Compensation and Benefits – Steve Couchman**
- **Vice President of Diversity, Equity, and Inclusion – Susan McNicholl**

- **Adventure 2**

Bicep Curls Challenge

- **Beer Lab Tour**

Feb 13 at 4 PM- Email me to be on waitlist

- **April-Get Together-Launch Pad**

- **SHOP-Need plastic bags/egg cartons**

Professional and Scientific Council Committee Reports

- **Awards – Michelle Thompson**
- **Governance – Paul Easker**
- **Peer Advocacy and Policy – Rachel Faircloth**
- **Professional Development – Jennifer Schroeder**

Unfinished Business and General Orders

- **Revised Council Meeting Schedule**

New Business

- **Nominations – Councilors & Officers**

Announcements

- **Seminar Series: February 13, 2 – 3 PM – Room 3580 Memorial Union – Pre-registration is encouraged via Workday Learning – *P&S Classification and Compensation Structure***
- **Executive Committee Meeting – February 15, 9-11 AM**
- **General Council Meeting – March 7, 2:10 PM, 3580 Memorial Union**

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Adjournment