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
Welcome, and thank you for joining our virtual meeting!
Please stay muted and keep your camera turned off unless you are speaking. These efforts preserve bandwidth and cut down on outside noise and distraction to provide a better experience for everyone in the meeting.

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

December 7, 2023, General Council Meeting Minutes
Welcome, and thank you for joining our virtual meeting!

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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**

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty</th>
<th>Advisors &amp; Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create a schedule, register for classes</td>
<td>• View a class roster</td>
<td>• View a student’s academic record</td>
</tr>
<tr>
<td>• Create and view their academic progress</td>
<td>• Grade a class in Workday</td>
<td>• Run the advisor’s dashboard</td>
</tr>
<tr>
<td>• Drop a course</td>
<td>•</td>
<td>• Request a waiver of requirements</td>
</tr>
<tr>
<td>• View and change their personal information</td>
<td>•</td>
<td>• Manage holds</td>
</tr>
</tbody>
</table>

- 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

1. Rollout period: June - September 2023
2. Rollout period: October 2023 - January 2024
3. Rollout period: March - June 2024
4. Rollout period: July - August 2024
5. Rollout period: September - October 2024
6. Rollout period: November - December 2024
7. Rollout period: January 2025
# Workday Student Schedule

<table>
<thead>
<tr>
<th>June 2023</th>
<th>September 2023</th>
<th>March 2024</th>
<th>August 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Began accepting undergraduate admissions applications.</td>
<td>Began accepting graduate admissions applications.</td>
<td>Students register for fall 2024 courses in Workday</td>
<td>Instructors can view course lists and grade students in Workday.</td>
</tr>
</tbody>
</table>
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
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.
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
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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
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- 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
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Professional and Scientific Council
Committee Reports

- Awards – Michelle Thompson
- Governance – Paul Easker
- Peer Advocacy and Policy – Rachel Faircloth
- Professional Development – Jennifer Schroeder
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Unfinished Business and General Orders

- Revised Council Meeting Schedule
New Business

- Nominations – Councilors & Officers
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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