

Graduate Admission Committee Membership Maintenance

These instructions relate the process for maintaining membership in Graduate Admission Committees in PeopleSoft. Begin by navigating as follows to search for the PeopleSoft pages related to your Committee:

Overview

Navigation: *Campus Community* > *Committees* > *Manage Committees*

Manage Committees
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Academic Institution: =

Committee: begins with

Description: begins with

Committee Type: begins with

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

- 1) There are two tabs under the *Manage Committees* page, *Find an Existing Value* and *Add a New Value*. To begin, on the *Find an Existing Value* tab, in the **Academic Institution** box, type **WSLYN** as shown above.
- 2) You will next search for your Committee which has already been created. The quickest methods are one of the following:
 - a) If you know the code for your Committee, type it in the **Committee** box and click the yellow **Search** button. The *Committee* page will open, or
 - b) You can type the first few letters of the code in the **Committee** box and click the yellow **Search** button. A list of any committees that start with those letters will be displayed. You can then select your committee from the list, and the *Committee* page will open, or
 - c) You can use the **Committee Type** search box. All of the Graduate Admission Committees are in the GRADADMISS Committee Type, so you can select that in the search box (by using the magnifying glass) next to **Committee Type** or you can type **GRADADMISS** as shown in the following illustration.

Manage Committees
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Academic Institution: =

Committee: begins with

Description: begins with

Committee Type: begins with

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

If you enter the **Committee Type** of **GRADADMISS**, when you click **Search**, a list similar to the following will appear at the bottom of the page (see Appendix A for a list of Committees with their Effective Dates). Displayed are the Graduate Committees related to Admission. (Except for the last item of GRSAMP which is a test example, all of these are actual committees):

Manage Committees

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Academic Institution: = WSLYN

Committee: begins with

Description: begins with

Committee Type: begins with GRADADMISS

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-14 of 14 Last

Academic Institution	Committee	Description	Committee Type
WSLYN	GRASTR	Astronomy Admission Committee	GRADADMISS
WSLYN	GRBIOL	Biology Admission Committee	GRADADMISS
WSLYN	GRC	Graduate Admission Department	GRADADMISS
WSLYN	GRCHEM	Chemistry Admission Committee	GRADADMISS
WSLYN	GRCOMP	Computer Science Admission Com	GRADADMISS
WSLYN	GRE&ES	E&ES Admission Committee	GRADADMISS
WSLYN	GRETHN	Ethnomusicology Admiss Committ	GRADADMISS
WSLYN	GRFILM	Film Admission Committee	GRADADMISS
WSLYN	GRMATH	Math Admission Committee	GRADADMISS
WSLYN	GRMB&B	MB&B Admission Committee	GRADADMISS
WSLYN	GRMUSC	Music Admission Committee	GRADADMISS
WSLYN	GRPHYS	Physics Admission Committee	GRADADMISS
WSLYN	GRPSYC	Psychology Admission Committee	GRADADMISS
WSLYN	GRSAMP	Graduate Adm Committee Sample	GRADADMISS

Find an Existing Value | Add a New Value

Committee Page

- Click on the line showing the Committee for your department. For this example, the sample committee named GRSAMP is selected. The following page will open containing your Committee's information:

Committee | Committee Members

Academic Institution: WSLYN Wesleyan University

Committee: GRSAMP

Committee Details Find | View All First 1 of 1 Last

*Effective Date: 07/01/2006 *Status: Active

*Committee Name: Graduate Adm Committee Sample

*Committee Type: GRADADMISS Grad Admission Committee

Description: This is a sample to demonstrate how to maintain a Graduate Admission Committee.

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Committee | Committee Members

- The first tab for the page shown above displays overall information about your Committee.
- Overview of the **Committee** page:
 - This page shows the basic information for your Committee:
 - *Effective Date – the most recent date the Committee was updated (required)
 - *Status (required)
 - *Committee Name (required)
 - *Committee Type – GRADADMISS (required)
 - Description (optional)

- b) **Important:** Do not make any changes here. Changes are made while working in the **Committee Members** page.

Committee Members Page

- 6) To view Committee Member information, click on the **Committee Members** tab at the top or the **Committee Members** link at the bottom. The **Committee Members** page will resemble the following:

Committee Members

Academic Institution: WSLYN Wesleyan University
 Committee: GRSAMP Graduate Adm Committee Sample

Committee Details Find | View All First 1 of 1 Last

Effective Date: 07/01/2006 Active

Committee Members Find First 1 of 3 Last

*Member Number:	1	+ -
*ID:	852111 test,test	
*Role:	Administrative Support Administrative Support	
*Start Date:	07/01/2006	*End Date: 06/30/2020
*Member Number:	2	+ -
*ID:	742243 TEST,TEST TEST	
*Role:	Member of Committee Member	
*Start Date:	07/01/2008	*End Date: 06/30/2011
*Member Number:	3	+ -
*ID:	764654 TestRecord,YetAnother	
*Role:	Member of Committee Member	
*Start Date:	07/01/2006	*End Date: 06/30/2012

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

- 7) Overview of the **Committee Members** page:
- The top of the page displays the basic information about this Committee – the Code, Name, Effective Date, and Status.
 - Under the blue bar entitled **Committee Members** are displayed the information about the members.
 - The fields for each member are as follows:
 - *Member Number - incremented automatically (required)
 - *ID – EmplID (required)
 - *Role – Committee role (required)
 - *Start Date (required)
 - *End Date (required)
 - In this sample page, there are currently three Committee Members:
 - Member Number 1 has the role of **Administrative Support**
 - Member Number 2 has the role of **Member of Committee**
 - Member Number 3 also has the role of **Member of Committee**
 - Regarding Committee Member **Start Date** and **End Date**:
 - Usually, the start date is July 1 and the end date is June 30, but there may be circumstances that cause them to be different. The Start Date must be greater than or equal to the Committee Effective Date.

- The End Date for a Member of the Committee should be the actual date their membership ends. The End Date must be greater than or equal to the Committee Effective Date.
- You will see that the person with the Administrative Support role has an End Date of 06/30/2020. Generally, the End Date for individuals in that role should be made many years into the future to eliminate the need to keep updating it.

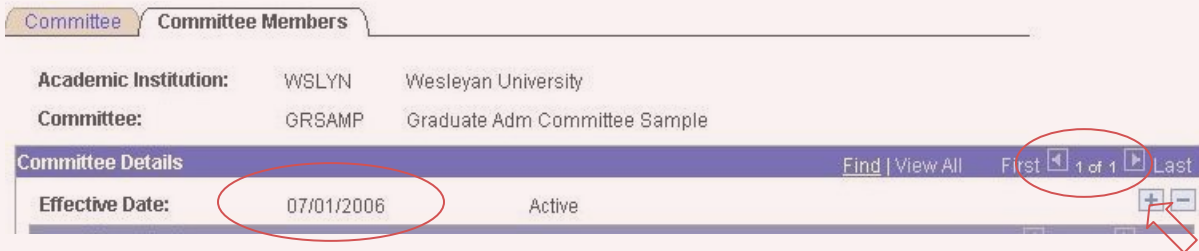
**Two approaches for changing Committee information:
Retain history or Add to current committee**

You make changes to the **Committee Members** page in one of two ways depending on the policy of your department for keeping Committee Member history:

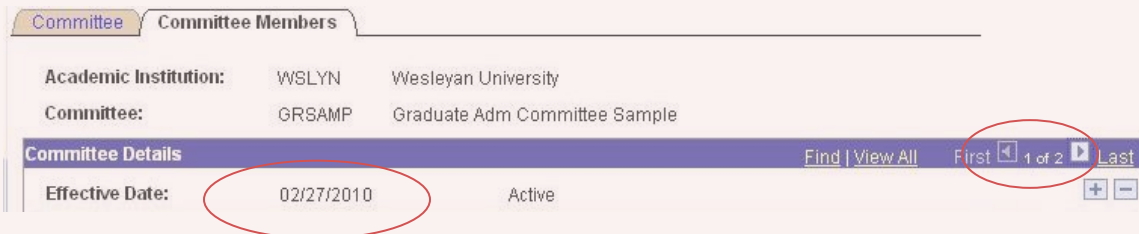
- If it is the requirement of your department to retain the history when changes are made to your Committee, you first add a new row to the **Committee** page. If that is the case, follow the instructions in Section 8 in the box below headed *Retaining Committee History*.
- If your department does not require retention of the history when changes are made to your Committee, you do not need to add a new row to the **Committee** page. If that is the case, skip the instructions under Retaining Committee History, and continue with **Section 9**.

Retaining Committee History

- 8) To make changes while keeping the Committee history, start by adding a new Committee Row. When you do so, you will retain all of the information under the existing Committee Row for 07/01/2006. Changes going forward will not affect information for 07/01/2006.
- a) You will see that on the blue bar above the **Committee Details – Effective Date** row the notation “1 of 1.” This indicates that this Committee was created on 07/01/2006, the “Effective Date.”



- b) The first step is to change the Effective Date.
- To do so, on the Committee Details – Effective Date row, click the plus sign - **+** - which is the Add New Row button.
 - A new Effective Date will display with the current date (in this example **02/27/2010**).
 - Also, the notation in the blue bar has changed from “1 of 1” to “1 of 2.”
 - The 07/01/2006 row still exists (as **2 of 2**), but the row just created (02/27/2010) is now displayed.




- c) All of the Committee Members are now shown under the new Committee **Effective Date** of 02/27/2010. Now when you make changes to the Committee Member information it will be as of 02/27/2010, and the information under 07/01/2006 will not be affected.

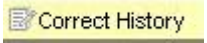
Making changes to Committee Membership

- 9) a) Below are three examples of how to make changes on the **Committee Members** page:
- Extend a Member's Involvement on Committee;
 - Add a Committee Member; and
 - Inactivate a Member's Involvement on Committee.

b) Extend a Member's Involvement on Committee

- In this example, the **End Date** for Member Number 3 will be moved from 06/30/2012 to 06/30/2015.
- Begin by clicking on the yellow **Correct History** button, which is on the lower right. This will put you into Correction mode. Only click once. Note that if you do not go into Correction mode, you will receive a popup error message that begins "Cannot change current or history records unless in Correction mode..." If you do receive this message, click on the OK button to close the error message.
- Before you click it, the Correct History button will look like this:



- After you click, it will look like this, with the icon grayed out:


- Place your cursor in the **End Date** box for Member Number 3, highlight the date (06/30/2012), and press the Delete key on your keyboard.
- Type in the new date (in this example, 06/30/2015).
- Click **Save**. The new **End Date** for Member Number 3 will now appear as follows:



The screenshot shows a form for Member Number 3. The 'End Date' field is circled in red and contains the date 06/30/2015. Other fields include 'Member Number' (3), 'ID' (764654), 'Role' (Member of Committee), and 'Start Date' (07/01/2006).

c) Add a Committee Member

- To add a new Committee Member, the first step is to insert a new blank Member row:
 - On the Committee Member row for the first member, to the right of the **Member Number** field, click the **plus sign** .



The screenshot shows a form for Member Number 1. A red arrow points to the plus sign icon next to the 'Member Number' field. Other fields include 'ID' (852111), 'Role' (Administrative Support), and 'End Date' (06/30/2020).


- This will insert the new blank member row below the Member Number 1 row. (After the new row has been saved and the page closed, the new row will move to the bottom of the page.)

Committee Members		Find	First	1-4 of 4	Last
'Member Number:	<input type="text" value="1"/>				
'ID:	<input type="text" value="852111"/> <input type="button" value="Q"/> test,test				
'Role:	<input type="text" value="Administrative Support"/> <input type="button" value="v"/> Administrative Support				
'Start Date:	<input type="text" value="07/01/2006"/> <input type="button" value="B1"/>	'End Date:	<input type="text" value="06/30/2020"/> <input type="button" value="B1"/>		
'Member Number:	<input type="text" value="4"/>				
'ID:	<input type="text"/> <input type="button" value="Q"/>				
'Role:	<input type="text"/> <input type="button" value="v"/>				
'Start Date:	<input type="text"/> <input type="button" value="B1"/>	'End Date:	<input type="text"/> <input type="button" value="B1"/>		
'Member Number:	<input type="text" value="2"/>				
'ID:	<input type="text" value="742243"/> <input type="button" value="Q"/> TEST,TEST TEST				

- Enter the new member's information as follows:
 - ***Member Number:** The next number will automatically be entered in this field. In this example, the next number is "4."
 - ***ID:** Type the WesID or select the magnifying glass to search for the member's WesID.
 - ***Role:** Select the appropriate value.
 - ***Start Date:** Type the starting date (07/01/2006 in the example).
 - ***End Date:** A date will automatically fill in which will be a year from the Start Date. Delete that date and type in the correct End Date for this new member (06/30/2015).
 - Click **Save** at the bottom of the page. Move out of the page (Return to Search) and then open it again. The new member's information will move to the bottom of the page and appear as follows:

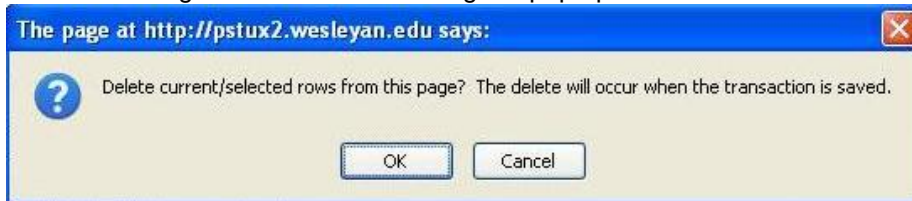
Committee Members		Find	First	1-4 of 4	Last
'Member Number:	<input type="text" value="1"/>				
'ID:	<input type="text" value="852111"/> <input type="button" value="Q"/> test,test				
'Role:	<input type="text" value="Administrative Support"/> <input type="button" value="v"/> Administrative Support				
'Start Date:	<input type="text" value="07/01/2006"/> <input type="button" value="B1"/>	'End Date:	<input type="text" value="06/30/2020"/> <input type="button" value="B1"/>		
'Member Number:	<input type="text" value="2"/>				
'ID:	<input type="text" value="742243"/> <input type="button" value="Q"/> TEST,TEST TEST				
'Role:	<input type="text" value="Member of Committee"/> <input type="button" value="v"/> Member				
'Start Date:	<input type="text" value="07/01/2008"/> <input type="button" value="B1"/>	'End Date:	<input type="text" value="06/30/2011"/> <input type="button" value="B1"/>		
'Member Number:	<input type="text" value="3"/>				
'ID:	<input type="text" value="764654"/> <input type="button" value="Q"/> TestRecord,YetAnother				
'Role:	<input type="text" value="Member of Committee"/> <input type="button" value="v"/> Member				
'Start Date:	<input type="text" value="07/01/2006"/> <input type="button" value="B1"/>	'End Date:	<input type="text" value="06/30/2015"/> <input type="button" value="B1"/>		
'Member Number:	<input type="text" value="4"/>				
'ID:	<input type="text" value="828157"/> <input type="button" value="Q"/> Test - PeopleSoft Sample,Test Grad Test				
'Role:	<input type="text" value="Member of Committee"/> <input type="button" value="v"/> Member				
'Start Date:	<input type="text" value="07/01/2010"/> <input type="button" value="B1"/>	'End Date:	<input type="text" value="06/30/2013"/> <input type="button" value="B1"/>		

d) Inactivate a Member's Involvement on Committee

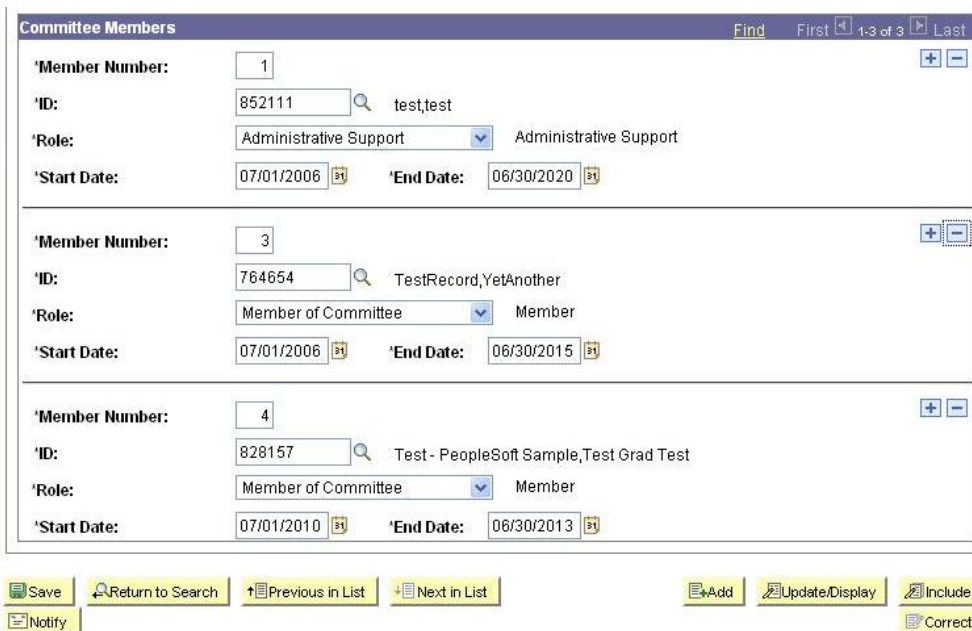
- Remove an outgoing member from a Committee as follows:
 - Click on the **Correct History** button.
 - Move your cursor to the Delete Row button (minus sign)  for the affected member (in this case, Member Number 2), and click.



- The a message similar to the following will pop up:



- Click the **OK** button.
- Click the **Save** button. Member Number 2 has been deleted.
- The three current Committee Members will now appear as follows, retaining their original Member Numbers:



For a list of queries that you can run to get a list of your Committee Members, see Appendix B.

**Appendix A
Graduate Admission Committees**

Committee	Effective Date	Status	Committee Name	Committee Type
GRASTR	07/01/2006	A	Astronomy Admission Committee	GRADADMISS
GRBIOL	01/20/2010	A	Biology Admission Committee	GRADADMISS
GRC	01/01/2007	A	Graduate Admission Department	GRADADMISS
GRCHEM	03/18/2008	A	Chemistry Admission Committee	GRADADMISS
GRCOMP	01/01/2007	A	Computer Science Admission Com	GRADADMISS
GRE&ES	07/01/2006	A	E&ES Admission Committee	GRADADMISS
GRETHN	07/01/2006	A	Ethnomusicology Admiss Committ	GRADADMISS
GRFILM	07/01/2006	A	Film Admission Committee	GRADADMISS
GRMATH	02/15/2011	A	Math Admission Committee	GRADADMISS
GRMB&B	09/22/2010	A	MB&B Admission Committee	GRADADMISS
GRMUSC	07/01/2006	A	Music Admission Committee	GRADADMISS
GRPHYS	07/01/2006	A	Physics Admission Committee	GRADADMISS
GRPSYC	07/01/2006	A	Psychology Admission Committee	GRADADMISS

**Appendix B
Queries by Committee ***

(Note that these queries only include Committee Members whose End Dates are after the current date.)

Committee Name	Query Name	Query Description
Astronomy Admission Committee	WGR_GRAD_ADM_COMMITTEE_ASTR	GradAdm Committee Astronomy
Biology Admission Committee	WGR_GRAD_ADM_COMMITTEE_BIOL	GradAdm Committee Biology
Chemistry Admission Committee	WGR_GRAD_ADM_COMMITTEE_CHEM	GradAdm Committee Chemistry
Computer Science Admission Com	WGR_GRAD_ADM_COMMITTEE_COMP	GradAdm Committee Computer Sci
E&ES Admission Committee	WGR_GRAD_ADM_COMMITTEE_ETHN	GradAdm Committee Ethnomusicol
Ethnomusicology Admiss Committ	WGR_GRAD_ADM_COMMITTEE_E_ES	GradAdm Committee E&ES
Math Admission Committee	WGR_GRAD_ADM_COMMITTEE_MATH	GradAdm Committee Math
MB&B Admission Committee	WGR_GRAD_ADM_COMMITTEE_MB_B	GradAdm Committee MB&B
Music Admission Committee	WGR_GRAD_ADM_COMMITTEE_MUSC	GradAdm Committee Music
Physics Admission Committee	WGR_GRAD_ADM_COMMITTEE_PHYS	GradAdm Committee Physics

**Appendix C
Queries showing all Committees ***

	Query Name	Query Description
All Committees	WGR_GRAD_ADM_COMMITTEES	Graduate Admission Committees
All Committee Members	WGR_GRAD_ADM_COMMITTEE_MEMBERS	GradAdmission Committee Membrs

* For instructions on running a query to Excel through Query Viewer, click this link:

http://sfis.blogs.wesleyan.edu/files/2013/02/Query_Viewer_Instructions_Generic-9_0.pdf