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

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.

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):
Committee Page

3) 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:

4) The first tab for the page shown above displays overall information about your Committee.

5) Overview of the Committee page:
   a) 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 Page Screenshot](image)

7) Overview of the **Committee Members** page:
   a) The top of the page displays the basic information about this Committee – the Code, Name, Effective Date, and Status.
   b) Under the blue bar entitled **Committee Members**, are displayed the information about the members.
   c) 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)
   d) 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**
   e) 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:

  ![Correct History Button]

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

  ![Correct History Button (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:

  ![End Date Modified]

  ![End Date Modified]


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** (+).

  ![Member Number Plus Sign]

  ![Member Number Plus Sign]

- 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.)
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:
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.

```
*Member Number:  2
*ID:  742243
<Role:  Member of Committee
*Start Date:  07/01/2008
*End Date:  05/30/2011
```

- A message similar to the following will pop up:

```
The page at http://pstu2.wesleyan.edu says:

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

[OK]  [Cancel]
```

- 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:

```
<table>
<thead>
<tr>
<th>Member Number</th>
<th>ID</th>
<th>Role</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>862111</td>
<td>Administrative Support</td>
<td>07/01/2008</td>
<td>08/30/2028</td>
</tr>
<tr>
<td>2</td>
<td>764854</td>
<td>Member of Committee</td>
<td>07/01/2008</td>
<td>08/30/2015</td>
</tr>
<tr>
<td>3</td>
<td>023157</td>
<td>Member of Committee</td>
<td>07/01/2010</td>
<td>08/30/2013</td>
</tr>
</tbody>
</table>
```

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

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

### Appendix B

#### Queries by Committee *

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

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Query Name</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_ASTR</td>
<td>GradAdm Committee Astronomy</td>
</tr>
<tr>
<td>Biology Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_BIOL</td>
<td>GradAdm Committee Biology</td>
</tr>
<tr>
<td>Chemistry Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_CHEM</td>
<td>GradAdm Committee Chemistry</td>
</tr>
<tr>
<td>Computer Science Admission Com</td>
<td>WGR_GRAD_ADM_COMMITTEE_COMP</td>
<td>GradAdm Committee Computer Sci</td>
</tr>
<tr>
<td>E&amp;ES Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_ETHN</td>
<td>GradAdm Committee Ethnomusicol</td>
</tr>
<tr>
<td>Ethnomusicology Admiss Committ</td>
<td>WGR_GRAD_ADM_COMMITTEE_E_ES</td>
<td>GradAdm Committee E&amp;ES</td>
</tr>
<tr>
<td>Math Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_MATH</td>
<td>GradAdm Committee Math</td>
</tr>
<tr>
<td>MB&amp;B Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_MB_B</td>
<td>GradAdm Committee MB&amp;B</td>
</tr>
<tr>
<td>Music Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_MUSC</td>
<td>GradAdm Committee Music</td>
</tr>
<tr>
<td>Physics Admission Committee</td>
<td>WGR_GRAD_ADM_COMMITTEE_PHYS</td>
<td>GradAdm Committee Physics</td>
</tr>
</tbody>
</table>

### Appendix C

#### Queries showing all Committees *

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Query Name</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Committees</td>
<td>WGR_GRAD_ADM_COMMITTEES</td>
<td>Graduate Admission Committees</td>
</tr>
<tr>
<td>All Committee Members</td>
<td>WGR_GRAD_ADM_COMMITTEE_MEMBERS</td>
<td>Graduate Admission Committee Members</td>
</tr>
</tbody>
</table>

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