CTAM WORK TEAM
AGENDA
Tuesday, October 29, 2013 ~ 2:00-3:00 p.m.

Dial in Number: 1-800-893-8850

Participant PIN: 6384 637

Attendees: UAA – Mel Kalkowski , Lora Volden, Craig Mead, Gianna Niva
    UAF – Anna Brumbelow, Jolie Eckert, Caty Oehring, Libby Eddy
    UAS – Mae Delcastillo, Trisha Lee, Barb Hegel
    UA Statewide – Matt Chandler

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1. **Confirm date for next CTAM upload**
   UAA official start date is Jan 13, Jan 6 is UAA base class start date, so November 11th would meet all campus needs. Matt will check with Jane to confirm if this is possible.

2. **UAF's task request #193 to revise the CTAM extract (see attachment)**
   After some changes implemented as part of the eLearning project, Instructional Method in SSASECT is usually no longer coded. Course Delivery Methods are used instead. Need to update where CTAM extract logic is pulling from. This TR was approved by all three universities (MAUs), but to be deferred to Summer 2014 extract. Caty will forward to BST for approval and prioritization.

3. **UAA's request to add UAA community campuses to CTAM extract**
   This was approved verbally and in writing by all three universities. Lora wrote TR #122 for this and sent it to the CTAM list. Will see if Jane thinks it will be feasible to have this ready in time for the Spring 2014 extract.

4. **Other items?**

   Mae: what kind of error resolution do the other campuses do for the error report sent to us for the extract? **Craig:** the most common error is complex meeting times, which can't be fixed. Some few can be manually corrected. Anna agreed.

   Jolie: reg open/close dates are all the same instead of pulling from Banner; has to go change dates. Has anyone else noticed this? Yes. UAA doesn't change them because they drive their grade reporting.

   Mel: Currently we don't upload graduate classes to the GoArmyEd Portal. Can we start doing this? Save for later meeting.

5. **Next meeting?** Last Tuesday of each month.
   CTAM meeting schedule for the rest of 2013:
   2:00-3:00, Tuesday, November 26th
   2:00-3:00, Tuesday, December 17th