Academic History Work Team Minutes
October 4, 2004

Attendees:

Tim Stickel	Brigitte Mayes
Colleen Abrams	Gayle Gregory
Debbie Pepper	Jacqui Christensen
Barbara Hegel	Patty Itchoak
Cindy Milner	Ginny Schlicthing
Francine Feero	Mary Howard

Agenda Items & Additions:

1. Dean's/Chancellor's List – where are we in the process.
   - i. Colleen was waiting for approval of Registrars – Approval granted
   - ii. Colleen will try to complete task request for BST this week – if not then for the next BST

2. Testing – review attached list and add or make corrections
   - i. This will be used for further testing on these forms and reports this week
   - ii. All questions or problems should be sent either to the bsis-l @lists.uaf.edu or to the programmers at sdsit@email.alaska.edu.
   - iii. Don't forget to test UAOnline also in lrgp which is located at http://bweb4lrgp.alaska.edu.

3. Transcript Express – Need to hear from Saichi on this one
   - i. I will continue to try to set a meeting with Saichi and possibly Mark Jones from the Clearinghouse so that we can make some decisions
   - ii. Current Concerns are:
     1. Clearinghouse does not catch holds
     2. What is best for student
     3. Do we want to use an interim service or will it create more problems
     4. How soon can we get our transcript request process going
     5. Can we use our individual Mau request forms until we have the Banner request form working

4. Meeting Times – What will work
   - i. October 18, 2004 – 10am – 11:30am
   - ii. November 1, 2004 – 10am – 11:30am
   - iii. We will try these times which do not appear to conflict with the Admission's Team
   - iv. I will contact JJ and Patrick to see if it works for them

5. Banner Transcript Request
   - i. We will move forward on this project
   - ii. October 18 will have team dial in to audio and have a computer available for looking at the screens
   - iii. I will send out a list of screens for team to look at before meeting
   - iv. Team will discuss campus request needs and bring a list so that we can determine where we need to compromise to make this work
   - v. Will check to see if how multiple campuses on one request will work

6. Non-Transcripted Certificates
   - i. Will continue to research other institutions and how they handle this
   - ii. Will forward data to list serve for other members of the team

7. UAS will be using the 9 in SPAAPIN to block students from registering who need to see an advisor first

8. SHRRPTS – Colleen reported that this repeat status report does include transfer credits

9. GPA – questions as to how GPA is printing out in Banner 6; UAOnline; and on the transcript. Need to look closely at this in lrgp

10. Continue testing and working on combining Clearinghouse reports for enrollment certification – Brigitte says that it currently is not working correctly. This is the report that is suppose to allow each MAU to report the student's attendance and then this will combine those reports so that there is one enrollment status for the student when it goes to the Clearinghouse.

Information on the Transcript Process can be found at the following address:
http://www.alaska.edu/as/ Click on Banner, then on documentation, then on Bookshelf 6. Scroll to Student Self-Service, click open and then to user guide and open. The part we want is on pages 361-380.   This should give you the screens and some of the information that we will have to make decisions on in order to bring this up.