

Academic History Workteam Agenda

Tuesday, August 13, 2013

2:00 – 3:00 PM

Audio info: 1-800-893-8850, PIN 6384637

Attendees: Mary G, Jane Vohden, Lindsey C, Jennifer, Crystal G, Susan C, Mae

Note taker:

6/18/13 — UAA
7/16/13 — UAF
8/13/13 UAS
9/10/13 UAA
10/8/13 UAF
11/5/13 UAS
12/3/13 UAA

1. Special characters in Banner. I understand there have been prior conversations about this. Does anyone recall the decision that was made?

Looking back in minutes: Mary was going to check with HR and see if they will stop using it. Does Banner have the capability to prevent these special characters into Banner? Jane says no since copy/paste is allowed in Banner; Special characters create question marks, spaces and other character effecting EMAS and other database issues

How do we handle this for students? What is the alternative with special characters? How not to use the special characters, umlauts, accents? How are they being put into Banner? Mary, is it through Admissions web application; does it get picked up on there?

Is there a special procedure to ensure it is not there? Per Crystal, there are no restrictions on Banner to avoid having this imported into Banner; perhaps a report to identify them? Jane will follow-up on this (TR request under Lindsay's name) for a report

Should we replace special characters to similar English alphabet; should we ask students prior to making the changes? Report from Jane will try to have the student information with what was change and what was changed to? Then notify students

UAA HR has never entered special characters per Lindsey C, but not certain if it is 100%;

Example from Lindsey Chadwell:



Mary will share with GFC; TR will be generated by Jane V

2. TR 196 (Lora)- SGR2STD; apply numerous campus codes on 1st parameter the report; change from single to multiple- all approved to BST for final approval

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3. AK technical check-in call last Friday – Would someone who attended please summarize the conversation surrounding the countless Parchment outages we've been experiencing?

Should no longer have any more issues per Joe Cornelius; there has been some issues where a student would receive numerous passcodes for one order; per Jane, hopefully some day with the capability to download HS transcripts from Parchment to OnBase; Concerns: Orders not yet received from Parchment to UA (have the student resubmit the order- now there has been some issues where the student has sent the order and changed the email recipient from the institution's to theirs) Contact Joe for these issues immediately; Lindsey will let you all know the outcome of the numerous passcodes incident; Transcript to UA – per Jane, Jennifer Hedrick does the download

Next meeting is September 10th, 2PM.