Attendees:
UAA-Charese, Peggy, Brian
UAF-Libby, Crystal, Colleen, Caty, Lael
UAS-Amanda, Barbara, Deema
SW-Robbie, Melody
Mat-su-Fran
Kodiak-Jenny
Kenai-Shelley

AGENDA:

1.   Review text of confirmation email sent via Banner workflow (attached)-Robbie

'I would like some feed back on the text that was sent out, as well as need to ask the group a few more detail on the WF. for example how do you want the notification to be handled if there is no E-mail address entered, is there someone who is going to be monitoring these notifications that will want a CC of the notification?'

Discussion regarding grammar, wording etc. How items will 'pull in'
Agreed to pull description not the 'code' from banner.
Subject line should say-'Univeristy of Alaska Application'
Robbie will work up the changes and send to the group for review

2.   Are there any Banner workflows you would like to see created? (UAF)
Workflow Priorities attached for your reference)-Libby/Crystal G

Will discuss in future meetings-document attached to get us thinking about what we'd like to create in the future

3.   Duplicate ID resolution-What is the process at your campus?-Libby

(Who fixes duplicates? How are they notified a duplicate needs to be resolved? Do you halt processing and wait for confirmation that the duplicate has been made 'bad'?)

UAS-Jan fixes all duplicates
UAA-Lora Volen for main campus
Kodiak-Jenny
Kenai-Shelly
Mat-su Cheryl Paige
Fairbanks-Brigitte/Susan-Registrar's office
Lael/Libby/Crystal-Admissions
Financial Aid dups are sent to the SW programmers

Each has a document they follow when cleaning up dups-reminder to re-index any documents that were originally scanned into onbase under the 'bad' number.

Things to keep in mind when cleaning up duplicates:
Look for UA Scholars info on SRAQUIK-notify scholars office as necessary, and move any test info on SOATEST to the new number. Use legal name on new record when cleaning up duplicate. If there is any question about the legal name, enter additional name on the alternate name tab for reference.

4.   Password vs PIN issue-from previous audio discussions-Libby

Patrick expressed concerns at changing the process as there will be security changes in banner 8. Since we are only requesting changes to text, it should not cause a problem when we upgrade to Banner 8.

From Melody:
In looking at it (Pin vs Password), it isn't a simple text storage change, but would involve changing baseline packages. I had been hoping it was stored as text in a table that could be changed easily. Since it does involve packages, a Task Request and approval through the BST would be needed. *We'll need to discuss wether we want to proceed with this or wait until implementation of Banner 8 in hopes there is an enhancement that will meet our needs.*

5.   Test scores-SAT Verbal Mar 05 and earlier-Libby
Libby will send original task request to Melody

6.   Scanning requests-Deema
Please send confirmation that you've received the request and an estimate of when the request will be completed.

Karen Severson is the contact to request transcripts to be scanned into OnBase. Her email is *ankjs4@uaa.alaska.edu*

7.   Reminder about e-transcripts-email from Mike attached
Transcripts come into the queue as 'U' (unknown) Don't forget to reindex to 'P' of 'F'.

8.   *Additional item: Lael-TOEFL scores-UAF wants to pursue receiving these scores electronically, anyone else interested? UAA also interested-UAS not interested at this time. Lael is working with Janet to get the process started.*