

BST meeting 5/18/00 NOTES

1:30 pm-3: 15 pm

<u>Location</u>	<u>Name</u>
Anchorage:	Jason, Patty, Carolyn
Fairbanks:	Cheryl, Terry, Brigitte, Becky, Tamara, Mike G., JJ, Colleen, Saichi
Juneau:	Lori
Kenai:	Shelly, Charese
Phoenix:	Jack

AGENDA:

Who will take minutes? *The following schedule was 'ok'd' by those in attendance. The individual campuses can decide who will take the notes when their campus is up.*

<u>Date</u>	<u>Campus</u>
5/18	UA Saichi
6/1	UAA
6/15	UAF
6/29	UAS
7/13	UA
7/27	UAA
8/10	UAF
8/24	UAS

(If we cancel the BST Audio, the campus that missed their turn, takes their turn when the audio conferences resume.)

It was also mentioned that for future face-to-face meetings (i.e.—big meetings) a note taker be hired. (The most probable source of funding to be through Program Development.)

- 1) Review of Priority Task? *This is a Jack and Saichi follow-up. The list of 15 should needs to be managed with feedback from the BST and users from the MAU's. In relation to this the functional spec's for some of the requests need to be completed. The question was raised: "Are the Top 15 for the BST the same as the programmers?" Mike Gardner responded that they were not. The Programmers received requests from other areas—as well as from the BST. It was emphasized that the Top 15 is a management tool for the BST to prioritize their needs. Becky Norris asked if there was a list of 'cross-over' projects. Mike G. will provide to Saichi a Task List from the programmers which will be shared on a monthly (?) basis to apprise all the users of the status of requests as well an information tool to show what other tasks the programmers have going.*
- 2) Reports:
 - Work teams:
 - Course Schedule & Catalog Jason/Bec: *the question as to whether we are linking to MAU catalog and schedule or using Banner product was discussed. From the Web meeting in Anchorage the plan was suggested to create the links to the MAU cat and sched. This was verified by those who attended that meeting. An issue however was raised by Patty that through the unsecured sight that was 'ok', however, when a student tried to go through the secure site (looking for a class to add or drop), the student was pulling from the Banner cat/schedule (?) A discussion ensued as to what task request was needed (if any). A Project Request Task form was deemed appropriate, with a request to also investigate the problem fully. Jason decided to investigate the issue himself—he returned a few minutes later with a better description of the issue. (NOTE: Jason sent the following message to the BSYS the next day:*

We tested the live registration module of Banner Web and found out the following information:

1. Titles that have been changed at the section level on SSASECT (e.g. Selected Topics) will show on the secure registration area (This is great news!).

2. If you deselect the "Print" or "VR/Web Avail" items on SSASECT, the sections will not display on query mode in the secure registration area.

Assuming we will move ahead with linking to the existing catalog/schedule websites created by each MAU/extended site for the insecure area (the links to Course catalog and Class schedule), things appear to be in order in the catalog and schedule areas for moving ahead with Banner Web.

Registration & Add/Drop *Brigitte: the team met on Tuesday. Some changes are coming up...*
Unofficial Transcripts *Brigitte: this team did not meet since the last BST. However, this module should be ready to go by July 15 (Question asked by Jack and replied to by Patty).*
Admissions *Becky: App Type is on; the team still has to define some 'images (?) for some sections (?)'. She has requested some tech help before she can make further progress*
Fee Payment *Cheryl: fee payment did not meet*
Capp *Colleen: training with John Ellis from SCT was last week—the team is headed in the right direction. The training went well (refer to his Trip Report which was sent to the BST). CAPP team members then had a follow-up phone audio with the U of Idaho on Monday, May 15, 2000. Very informative. U of Id has an exceptional Compliance Report on the web that we have asked for. (SCT and U of Id are collaborating on this—the code from U of Id will not be available, instead it most likely will appear from SCT down the road.)*
Security *Colleen: we will move security to the next BST; JJ has sent to Saichi GLP2LMP to be assigned a Banner security class. A print out of all users and security classification has been requested—we will discuss Security at next BST.*

Known system down time (Published Document are there Questions)

Cheryl had a concern regarding the system down time and a conflict with one of the Business Office staff's training needs. She will be forwarding a request to Mike Bates through Saichi and Jack.

3) Janet Johnson:

SFR2PRE (batch prerequisite checking): *this was the Request that AnnT had made, it was rejected. The suggestion from JJ was to create a separate report instead.*

SSR2DNL (schedule download): *it was mentioned that this is not in the current Top 15 list...*

Update on what is in PREP for user testing and what is scheduled to move to PROD.

In PREP waiting for user testing

GLP2LMP - Batch pop select load

SFR2GCU - Grade cleanup report - will go to PROD 5/25

SFR2LST - Modified for partial credit hours - Waiting for retest, will go to PROD tonight or 5/25

FORMS with paper fixes:

SSASECT, SHATAEQ, SHAINST, SHACRSE, SGASTDN, SFAREGS, SRAQUIK, SHADEGR

To go to PROD tonight:

SAR2ASR - Admissions statistical report

GLR2LAB - Labels - added 2nd address line to .dat file

SRARECR - paper fix for recruiting form

- 4) Requests:
1. Registration work team, Web critical issues (Patty) *Patty was inquiring as to what request forms were needed for the Web issues.*
 2. Utilizing generated ID's (Patty) *Patty UAA will be generatin system ID's for inquiries that do not arrive with SSN's (they will be removing the word 'optional' on the recruitment information request cards). The system generated ID's for UAA will begin with 995. A discussion ensued on the use of an alpha numeric convention—which UAA also investigated (some university vendors have alpha numeric ID's—this might create more issues than it would resolve).
The issue of creating ID's brought up the issue of PURGING information on the system. Cheryl mentioned that this can be problematic when searching the database. Carolyn mentioned that deleting a recruit record was possible—but that a Gen Person record could not be deleted (or was not currently the practice).*
 3. 3rd address line (Patty) *Patty indicated the third address line sometimes contains useful address information, and at other times contains NOTES from the user.*
 4. New Forms, etc (Mike G) *moved to the next BST*
 5. Name change (Becky/Saichi) (?)
 6. Schedule 25 *the specs have not been received by SCT; CSU Monterey has sent some guidelines to Mike Bates*
 7. John Ellis trip report *Colleen the trip report was shared to the users; the visit was very informative and useful; according to John the team is headed in the right direction.*
- 5) Next meeting 6/01/00
- 6) Other items as time permits: *Cheryl brought up a script from Pima CC in Tucson, AZ that could eliminate the sleep/wake process for the printers in the Business Office for the schedule bill. I am forwarding to Mike Bates the documentation from Cheryl.*
