

In attendance: Julie G, Mike G, Ann T, Brigitta M, Saichi O, Janet J, Jack L, Lori E, Becky N, Cheryl P, Karen W, Tamara H, Colleen A, Patty I

1. Reports:

Course Schedule & Catalog: In the process of cleaning up attendance methods. UAA, UAS and UAF working on each of their own. Will meet again in 2 weeks.

Registration & Add/Drop: Campuses are preparing their Fall 2001 schedules now and Ann T was writing up non-binding verbiage that could be incorporated into the schedules in case web registration happens to become available to use. Another task request will be done to reformat the look on the portion of where a student can 'add' classes. Testing can still take place but won't be doing heavy testing in PROD until after the migration to Banner 4x happens.

Academic History: Have not met

Admissions: Team met this week, went over the web application and its features. Revised the implementation time lines a little, looking towards July for complete implementation. There were some problems that were identified, i.e.: only 2 applications per term can be submitted by a student; ID checking is not always capable if a student has had a previous ID check done through the Admissions 'push' process; High School and Previous College information does not 'push' over either. Some of these issues are being addressed in Banner 5.0 release. Team has determined that it be important to get the clone up and available so the web products can be tested in a more appropriate testing arena. Looked at the 'Prospect' portion of the web product. This product looks pretty good, but is not currently being utilized. The data captured through 'Prospect' is pushed into the recruiting area of Banner. Saichi will be setting up a new team to look at this product that will consist of recruiting and admission personnel.

EMAS+: UAS still plans on getting up with this product at the same time of our Banner 4x migration. Tasks still need to be completed before they can proceed. UAA and UAF will begin their implementation of EMAS+ after July 1, 2001.

Fee Payment: Have not met. Mike Bates was to give this team a status on the RFP that was to be sent out. Team has yet to be given a status.

CAPP: No report.

Security: Team could not meet via audio, so security issues were taken care of via email with the team.

2. Requests:

Program/Major codes: Program codes and their associated majors are a problem within PREP, TRNX and TRN4. Since we have students tied to program and majors with PREP, it would be difficult to delete the problem ones so it was determined that each MAU would enter in at least 10 into PREP to be used. We would still need to have the program/majors in PROD to be brought over to TRNX and TRN4.

SOP2EXT: This request was submitted through UAA ITS department. It's a extract report currently being utilized and they are requesting an additional 9 fields of data to be part of the extract. It was approved by the BST to move the request over to the programming staff to make time estimations.

SCR2DNL: Ann T will be submitting a task request to have a 'Dept' parameter added. Could be very helpful in providing depts a breakdown of their catalog courses.

3. Known system down time:

Feb 25 – prod available from 7am-830pm

Feb 28 – regular snapshots will be done and Summit/RPTS will be available during migration down time

Feb 28 – prep will be going down at 5pm

Feb 28 – all cashier sessions should be down by 4pm except for 3 special ids being determined

Apr 1 – system down, back up date will be Apr 22

Aug 26 – system is requested to be available for UAA Housing

4. JJ:

Gave her time to Make G

5. Other Issues:

Clone: Jack L mentioned that meetings have been going on in regards to getting the clone going. Security issues have been addressed. Clone will be updated once a year and those who have access to PREP will be allowed to have access to the CLONE. Determined that testing in one of the two databases, i.e. PREP Vs CLONE is acceptable for all issues except for doing queries. Upgrades will still need to be tested in PREP. Tamara mentioned that she had problems testing FA items with PREP and was told that if we had the CLONE up and available, those issues would not happen. The server and disk array need to still be bought. Jack and Saichi encouraged all in attendance to discuss this CLONE issue with their campus administrators to help push the CLONE project to completion so adequate testing of the web products can be completed in an appropriate testing arena.

Inactive Addresses: This topic will to be discussed at a future BST meeting that should include representation from other user areas, i.e. HR, Finance, FA, etc.... UAA met with their HR, Finance, Enr Svcs and FA offices and they are suggesting the use and creation of an 'LK – Last Known' address type that could be used as an 'active' address if all others are determined to be inaccurate or bad addresses. This new address type would allow for the continuation of best business practices at UAA while providing a mechanism that would allow the printing of yearly tax forms that cannot print w/out some type of 'active' address type. UAA is also suggesting that to encourage students to give us their active address, that we create a special 'Bad Address' hold. This hold would be placed on the student and certain activities would not be allowed without getting a current address, such as registration or viewing/printing off grades and unofficial transcripts. The hold suggestion needs to be discussed more further with the other MAU's. There was also a suggestion that the zip code for these 'LK' addresses be 000 or 00000 so working lists and mailings can easily be identified as either being worked on and/or not to be mailed out. There was discussion that maybe we need to create some type of incentive to get our students to provide their active address rather than not allowing a student to register. No definite solution was determined at this meeting, but Karen W asked JJ to show UAA's suggestion to Rayanne of statewide Finance to get her comments. OIR also wants to discuss the OE addresses, apparently there are some problems.

Citrix: new release is on the website: www.alaska.edu/its/citrix It is suggested that anyone who had installed Citrix prior to 2/15 on their machines to uninstall it first, reboot and then go into the new installation.

Electronic Task Requests: Mike G said that an electronic version of this will be coming soon on the web. Its in pilot testing currently. Could be the other areas, i.e., HR, Finance will adopt this same process.

Zuuser: The process of password resets via zuuser has become more automatic. When security users put in a password reset, it will now take 15 minutes to process. No human intervention with statewide helpdesk needs to be.

TRNX to TRN4 table/data move: Its been determined that only selective items will be able to be transferred over from TRNX to TRN4. Based on the requests from the MAU's as to what is important to be transferred, a message will be sent to the BST alerting those interested into what really can be transferred. Saichi has a list from UAF.

Banner 4X migration testing: A team will be formulated to test Banner 4x once system is through the migration period. Members of this team will be notified of a phone number to call to get a system status and when they can begin the testing.

TRN4 Job Submission: Mike G will be checking to see if this is going to be in place before the Rural Site Training next week.

Face-to-face meeting: Cheryl Plowman made recommendation that we try and reestablish our yearly face-to-face meeting. These meetings in the past dealt with getting the MAU's together to set-up future PT terms and other table rules needing to be looked at each year. This would also be an excellent time to get together to discuss serious concerns, i.e. 'inactive addresses' and coming up with solutions to those items that all MAU's can adopt as a standard procedure. Saichi will investigate the possibility of this recommendation.

Instructional Periods: OIR still needs the instructional periods for Summer 2001, Fall 2001 and Spring 2002 from each of the campuses so the 'Opening' & 'Closing' dates can be determined.

Dates for Planning Schedule: Mike G continues to need dates of special campus events so they can be included in the statewide planning schedule. As he gets them from the campuses, he will ensure they are added to the schedule.

Next BST meeting: Set for March 2, 2001. That is a Friday.