

Subject: BST Minutes
Date: 5/08/03, 1:30 pm-3:00 pm
Phone: 1-877-751-8040 Pass codes 697579
(In Fairbanks 474-8050 - UAF or Butrovich Room 102)

Note-taker: Ann Tremarello

Present: Barbara Hegel, Patrick Tilsworth, Shelly Love, Mary Gower, Ann Tremarello, Charese Gearhart-Dekreon, Suzanne Brower, Janet Johnson, Ron Slominski, Tamara Hornbuckle, Alicia Wyse, Mary Howard, Colleen Abrams, Brigitte Mayes, Cheryl Plowman, Sandy Gravely, Juli Gillespie, Karen Wegrzyn

1) Reports

Course Schedule & Catalog – No report (Bec is retiring at the end of May)

Registration & Add/Drop – Will meet in two weeks

Academic History – No report

Admissions – Working on web for admissions and admissions credit card payment; had a work session at UAA, processing issues, making good progress, and identifying issues. Addressing the problem of name, SSN and DOB match.

EMAS+ - Testing the bridge and testing tables. Plan to “go” in two weeks.

Fee Payment – Meeting and working on auto hold and release, cleaning up hold types, shutdown fee payment and registration prior to June 30 for year-end, updating the web to show financial aid refunds and credits, cleaning up category codes and discussing 1098T changes for next year with final decision in October. Working toward accepting checks over the web and credit card payments in other departments such as bookstore, athletics, etc.

CAPP –Working to resolve text issues on the web. Several departments have seen the product and are excited about it. Working on “what if” on line. Ready to look at and run compliances by August 1; late September/early October to run “what if’s.”

Security – No report

Housing – No report

Transfer – Web site is taking shape. Transfer credit work team will fine tune on May 20th. SAC has been updated on the project. Changes have been made to this recently—check it out again.

Financial Aid – Log in solution: Log in as usual. On the student page, selection of financial aid will access the campus financial aid page based on where the student last received financial aid. E-vision: Product download and text guides are here. Teams will be appointed from different areas (E-vision allows for the formatting of data from Banner). Financial Aid Video: Will be used by the 3 MAU’s to outreach to prospective students. The one-hour video will be mailed to counselors in the state. 9th Grade view book: 8 page document to be sent to every 9th grade student in the state with the theme: “College is Possible for You. UA is possible.” Profile: UAF has developed a profile of their financial aid recipients.

Clone – LRGP will be refreshed June 2. Any data that is not wanted to be lost must be moved to PROD by May 30 or it will go away. Anything on PROD by that date will go to LRGP with the refresh. The refresh schedule needs to be determined. The original committee suggested refreshing four times a year; for this past year, only three refreshes were done and the committee approved that schedule for, approximately, September 30, February 19, and June 1.

BPA/Workflow –BPA/Workflow, May 2003 in Fbx. POSTPONED; Mike Bates working with SCT for a new set of dates.

Web Portal – Representatives from HP and SCT here to discuss portal. There were almost 300 responses, 210 that were complete, in a survey to see what students would like to see in a portal. The results are to be discussed with HP and SCT.

2) Requests:

Colleen: 3 requests relating to CAPP: 1) Correct printing problems on the web. All OK with request. 2) SMP2CAR and SMP2CGR allows for copying specific areas/groups. This will have to be a process set up to be run by the programmers. UAF and UAA OK; Mary will e-mail UAA’s response later.

3) **Known system down time:** May 18, 2am-2pm for fire and safety test. All Banner instances will be down.

4) **JJ: Implement dates for new upgrades** - ST 5.6, SWEB 5.6, FWEB 5.4, VR 5.5: Financial Aid 5.9 upgrade will be made to PROD before the end of the fiscal year. Janet would like to put the above upgrades in to PREP and LRGP for testing sometime this summer (June 4). Then move to PROD by the end of July or early August. All approved. FYI—Grade mailer is “getting close.” May be available for testing in the next couple of weeks.

5) **Other items:**

Barbara H: UAS is looking to replace their existing (less than adequate) room scheduling software (CELCAT). The process has just begun and we have the full support from the IT services as well as Facilities. I know there is a software package being considered for facilities and work orders, this would be different. Currently at UAS, CELCAT is located locally on one pc. Room scheduling information is being entered at the most 4 times. There is not a central location for all rooms and we are looking for a package that would allow for this as well as a web product for all to view. We are looking for the support from the BST in pursuing room scheduling software that would indeed interface with BANNER. This is also an issue for UAF. UAA is currently using Resource 25. The committee agreed that more investigation of what is available, especially that which might already be used with Banner schools, should be done with a report back to the BSIS

Juli G: After looking at the instructional start and end dates that were provided by campuses, I would like to propose the following student freeze dates for all campuses:

200302 (Summer) Closing	12 Sept 2003
200303 (Fall) Opening	22 Sept 2003
200303 (Fall) Closing	09 Jan 2004
200401 (Spring) Opening	02 Feb 2004
200401 (Spring) Closing	04 June 2004

The summer dates will be moved to the 14th or 15th. Otherwise, all dates are OK.

Additionally, other upcoming agreed upon freeze dates are:

200301 (Spring) Closing	02 June 2003
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Colleen: With the September, 2002 upgrade (Release 5.5) a new parameter was added to SOATERM that allows enrolled hours (but not graded) in prior terms to be included in the class standing calculation. Here at UAF we have several courses that require a specific class standing and students desire to take the course the first term that they are in new class standing. They are currently prevented from doing so until after grades have been posted. Turning the "Incl Att Hrs:" flag on would allow those students to register before grades are posted and without having to get special permission. (Would eliminate a lot of frustration and anger by both students and faculty on this campus.) OK with all units. Janet will check to be sure that no local modifications will have an impact.

Colleen: During the meeting of offices working with international students and employees, there was a discussion of placing holds on international students so they would be stopped from changing their registration during the term without the knowledge of their Office of International Programs. We would like permission to add these codes to STVHLDD at the time the individual institutions wish to use them. Suggested codes are: IA (UAA International Students Hold), IF (UAF International Students Hold), and IS (UAS International Students Hold). Another suggestion was AI, FI, and SI but the comment was that I might be mistaken for a 1 (one). The reason for the three codes is that the various institutions have different registration periods, instructional periods, withdrawal dates, etc. The code can be set to affect registration during non-peak registration periods and to not affect registration during the peak

registration periods. This precludes the Offices of International Programs from having to continually reset the effective dates of the hold. OK with all units. The question of who will put on the holds will be discussed later.

Additional Items

Colleen mentioned there is a problem with web fee assessment. When a student adds credits (to thesis, for example) the additional fees are not recalculated. Colleen ran a Browser report against fall 2003 and found there were 30 students who were not charged enough.

Mary mentioned that there is a new tool for accessing Data Browser—the old tool goes away the end of next week.

Mary discussed that questions on the student feedback form on the UAOnline home page have been modified to solicit more definitive answers. A \$100 gift certificate to use in a campus bookstore is being considered as an incentive. Because there may be implications for financial aid, student athletes and international students, Mary will check further. If there are no problems, the committee was agreeable to the plan.