

BST Minutes for Date: 12/16/04

Note-taker: Charese at UAA

Attendees: Charese, Saichi, Patrick, Colleen, Cheryl, Mike, Barbara, Mary G., Janet, Carolyn, Brigitte, Mary H., Tim, Jan, Jackie

1) Reports

Course Schedule & Catalog

No report.

Registration & Add/Drop

Met on Monday. Putting together task request to change PIN set routine, including additional parameters.

Academic History

Met and discussed clearinghouse (will meet again Dec. 17 about this) and Juli's request about untranscribed departmental certificates. Hoping for further guidance from Saichi about what has to be done and what must be entered in Banner. Saichi will ask Juli for more information about the goals and requirements for entering data about the untranscribed certificates.

Admissions

Met Dec. 6. Agreed to have link from SAAADMS to new scholarship form. Preparing task requests for changes to SAR2TBL layout and to SAR2ADM. Meet again Dec. 20. Saichi suggests letting Admissions Team know about the imaging project.

EMAS+

Testing complete on market segments and stage history. Coordinators all say OK to move to Prod. Patrick starting on their next requests.

Fee Payment

Working on collections and Permanent Fund garnishment (per SB 393), to get required letters drafted. Lists of questions for legal. Discussion of drop for non-payment: all main campuses planning to do drop for non-payment again this coming semester, but UAA is looking at alternatives.

CAPP

Want to have a meeting at the beginning of 2005.

Security

Colleen plans to e-mail a list of proposals this afternoon. Should be able to get approvals from security coordinators by e-mail.

Housing

No report.

Transfer

No report.

Financial Aid

February FAFSA Frenzy: planning training activities, information on web sites, working with faculty and students, kits for school counselors. Continued work on scholarship module and needs-based grants. Upgrade on Dec. 28. Viewbooks will be sent to school counselors on Jan. 18, and to ninth graders one week later.

Clone

To be refreshed Jan. 31.

BPA/Workflow

Met on Monday. Have SCT coming last full week of April, probably Monday-Thursday; hope to have Student trainer along with Workflow trainer. Scheduled meetings in February and March. Tasks: make sure people have access and have or get Visio software.

Student Support Services

No report.

MyUA (<http://www.alaska.edu/its/projects/MyUA/>)

Worked on naming conventions: recommending use of first initial, middle initial (if one exists), last name, number (if necessary). Putting together pilot group of 25 staff, 25 faculty, and 50 students. If you want to be in the pilot group but haven't yet been contacted, please contact your campus's MyUA representative. Janet: Test instance is set up, getting prep server in place, working to get roles in place for pilot. Using the recommended naming convention will require Banner modification.

2) Requests:

None discussed.

3) Known system down time?

Upgrade on Dec. 28, starting at 7 a.m. Goal is to finish by 10 a.m.

Dialup service going away at the end of December. Your department can arrange and pay for service when you travel.

4) Patrick/JJ:

SSR2PTU is waiting for testing. At least one person volunteered to test it.

Faculty workload project: had an impressive online demo from SCT. There is a module in Banner that has many features useful for this task. It isn't yet being used extensively, but soon may be.

Banner 7 upgrade Oct. 20-27, 2005.

INB (Internet Native Banner): need to be ready by Banner 7. Starting gradual rollout with target date in March. Two test servers are set up as of this week. Though Citrix will no longer be used for Banner after the conversion is complete, Citrix will still be used for other things.

5) Other items? (See other pages)

From Mary Howard:

Dynamic Class Schedule that is on the front page of UAOnline. We have a couple of recommendations that we would like to address with the whole group.

1. That the screen which appears when you submit the semester would be the same one that appears when you submit the term in the secure side. Our campus is using this feature to find available courses and the way it is currently, the user has to click on each section to find course capacity and availability then back out and try the next section until finding an open section. This is very time consuming and not user friendly. I am afraid that we will receive a lot of complaints.
2. Can the verbiage that is on the Look Up Classes to Add page and the help page be added to the Class Schedule Search page? This is very valuable to the user – without it, they are very frustrated. (See attached student web response survey)
3. Also, can we add a statement in the current paragraph that says something like –
“Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but keep it as broad as possible. You must select at least one Subject and a Campus. When your selection is complete, click Get Classes to perform the search.

[Use help for an explanation of how to select by course number.](#)”

4. Remove at least schedule type and credit range from the class schedule in both locations – I'm not sure that these are very valuable to the student at this time and tend to cause confusion.

Team discussed adding or substituting the Look-Up Classes to Add page—with a possible name change to “Look Up Classes”—currently found only in the secured Registration area, as it is easier to use than the Dynamic Class Schedule and shows enrollment numbers immediately, instead of requiring much back-and-forth navigation. Access to this is also desirable in the Faculty Services area. Janet will see what it would take to make the change or addition.

An alternative was suggested to the proposed instructions in 3: “Subject and Campus are required; other fields are optional.” There is text like that already on another page. Mary said something like that would be fine.

The schedule type can be eliminated from the web by turning it off in SOATERM. Eliminating the credit range would require modifications, and may not be desirable after all because some students may want to search for classes worth an unusual number of credits in order to fill out their schedules.

From Charese Gearhart-Dekreon:

Can we please discuss the status of the AGE field correction in QAdhoc's Enrolled Students by Term query? The correction was requested in November 2003, and the programmers put a fix in RPTQ very quickly, but it was never incorporated into RPTS. I sent an approval message back in 2003, but I don't know if anyone else ever tested it.

For those of you not familiar with the problem, the AGE field in the RPTS version of that query doesn't contain the age, it contains the date of birth. This makes it difficult for users to do queries using that field, and to get the data they really want. The request was to make that AGE field refer to the real age, as it does in the QAdhoc Class List query.

Jan and Charese have both tested the RPTQ version, and found that it worked. Patrick will move the fixed version to RPTS.

From Juli Gillispie:

I would like to remind everyone that the fall 2004 student data closing freeze is scheduled for 5:00 PM on 10 Jan 2005.

Other upcoming and agreed upon freeze dates are:

200501 (Spring) Opening 08 Feb 2005

200501 (Spring) Closing 03 June 2005

If you have any questions please let me know.

6) Additional Items

UAS:

Sitka faculty members attended Web for Faculty training, and information was given to Ketchikan for their faculty. Web grading was welcomed warmly, and faculty members had suggestions for improvement.

Saichi:

Ethnic code updates: HR wants to postpone making changes to the ethnic codes until several federal agencies come to agreement about the ethnic codes they want. That could take one to three years. We probably need to comply with DOE requirements; Colleen suggests putting DOE's required codes in place and then making any adjustments required by the federal agencies after they make their decisions. Saichi says HR won't like that, but he'll tell them what this team recommends.