

BST Agenda for Date: 5/5/05
1:30 pm-3:00 pm

AUDIO INFO! Phone: 1-866-393-8073; meeting #: 1492018

(In Fairbanks: Butrovich Room 102)

Note-taker: **5-5-05** **UAS**

Date	Campus
5-19-05	UAA
6-2-05	UAF
6-16-05	UA
6-30-05	UAS

Attendees: Saichi, Mary, Isabelle, Alicia, Patrick, JJ, Pat, Carolyn, Patty, Stuart, Barbara, Cheryl, Mike, Brigitte, Colleen, Tamara, Jan

Additional items to agenda? August face to face meeting dates; August user meeting dates
Last BST – Edir password reset through banner

Use update feature on the backside of sfaregs – residency updates

1) Reports

Course Schedule & Catalog – No Report

Registration & Add/Drop – No Report

Academic History – No Report

Admissions – Meet on Monday May 9 @10:30

EMAS+ - UAA, Patrick and UAS will be working on clean-up data; working on San Diego Presentation; update when Banner 7 is installed

Fee Payment – Monday meeting regarding PFD garnishment with legal counsel on how to conduct appeal– Hearings will be held at the campus level

CAPP - No Report

Security - No Report

Housing – Housing project is coming along; hardware recommendations were made by the IT staff to the RFP team

Transfer -

Financial Aid – Awarding 05-06/ evaluating scholarships; I am going to College event – 5th & 6th graders; June 1-3 meeting in Anchorage – financial Aid and Admissions; Financial Aid update June 5 to Prod

Clone – There was a request by HR to postpone the clone until they have completed the open enrollment; June 6

BPA/Workflow – Student team met last week with great success with 2 completed workflows and one in the process. Seemed to be a big success from everyone's point of view. Thanks to the IT staff that worked with the team to program the workflows. Next audio is May 16. July is target date for the hardware to be in production. Don't forget the paperwork for workflows prior to submitting new workflows. Table will be created in Banner – individual staff and department emails...and a form will accompany the table to allow it to be

Student Support Services –Team met on Tuesday – submitted task requests – next meeting May 31

MyUA (<http://www.alaska.edu/its/projects/MyUA/>) – In Pilot stage – June 6 tentative date to end pilot...New UA user name will move to prod on June 5. Password reset via UAonline discussion.

BCT – Dates – Banner 6 freeze 7/22; Banner 7 update freeze date August 12; Banner 7 – test 5/9; July 25 going into PREP; August 1 - LRGP; TRNX August 15; Imaging RFP is hoping to be completed by May 20. – 6 vendors submitted proposals; INB is in banner 6 prep for testing. Citrix goes away 7/25 for Prep and Lrgp

2) **Requests:** (See other pages)

3) Known system down time?

4) Patrick/JJ: May 22 system downtime – network up; Banner down; With Banner 7 upgrade – let IT know of anything that must go to production soon so they can make time.

5) Other items:

August face to face meeting dates – Need to pick a date; need to contact others before we can select the date. The issue could be the clone not available – we will discuss this at the next BST in two weeks.

E-dir password reset through banner – MyUA the password reset is through IT; It has been found that the IT staff may not be following the same list of questions for pin reset as does the Registrar's Office. Saichi will attempt to create a process for the pin reset. This will be supported by the BST group – and Saichi will take it to the IT folks to compare with their procedures. Eventually all pin sets will go through IT. We need to capture where the reset takes place – faxing the paperwork to the home campus to verify why a pin was reset. Discussion surrounded the possibility of resetting both passwords. Do we need a form? Reg team will add this to their agenda for next week's meeting.

Patty – backside of SFAREGS – residency changes; Can duplicate charges...**Use the UPDATE button and this doesn't seem to cause the same issues. Pending to residency status...**UAS and UAF have not found the same issue. **UAA will investigate procedures on their campus.**

Mary G. - GOINTL form was sent around to the NRA workteam. There was a standard developed for this form. In addition, there will be questions whether admissions and R & R would need access to fsaAtlas.

BST Agenda for 5/5/05 Continued

From Patty:

Please add the following task request to this weeks BST agenda for review.

These task requests are coming from the Support Services Work Team. The team had recently decided to add two new fields to the forms and reports, these requests cover that action.

SOA2APT_NewField_Draft.doc
SOA2APT_NewFields_TR_.doc
SOA2CMT_NewField_Draft.doc
SOA2CMT_NewFields_TR_.doc
SOA2PPT_NewField_Draft.doc
SOA2PPT_NewFields_TR_.doc
SOR2APT_Revised_TR.doc
SOR2APT_Revision_Draft.doc
SOR2CMT_Revision_draft.doc
SOR2CMT_Updte_TR.doc
SOR2PPT_Updte_Draft.doc
SOR2PPT_Updte_TR.doc
STV2PUR TR.doc
STV2STS TR.doc

Patty – Student support **SOA2APT** updates: 2 new fields; two new validation tables to house the fields; UAS, UAF, UAA Approved

From Charese: UAS, UAF, UAA Approved – no task request required

BST agenda item for discussion, from UAA:

Elmendorf AFB is having problems with the new sorting mechanism for the SFR2LST Class Roster report. Because of military security measures, they need to submit their class lists, **in alphabetical order**, to their Base Commander's office; the Base Commander's office uses those lists to determine who is allowed to enter the base to attend classes at specific times. Recently, the order of students on SFR2LST was changed to match whatever the order happens to be on SFASLST (this was necessary to help people entering grades). Unfortunately, SFASLST is not always in alphabetical order, and when people have last names that begin with lower-case letters, they're **never** in alphabetical order (I believe they're in ASCII order, which means those first-letter-in-lower-case names come out after every name that begins with any upper-case letter: for example, deZeeuw is always listed after Zoolander).

To get SFASLST into alphabetical order (except lower-case names), someone has to run the corresponding SFR2LST in update mode. However, that causes the report to print the names in the order they most recently appeared in SFASLST (not in alpha order), and only **after** that are the names alphabetized in SFASLST. So that set of class list reports is still in the wrong order. To get the SFR2LST printouts in the correct order, the office has to run the report one more time. And the lower-case names are still not in real "human" alphabetical order.

This has also been a problem for other departments who want their class lists in alphabetical order, but the stakes for them aren't quite as high as for our military base and military post classes: the other departments end up with irritated faculty, but their students aren't run off campus by people carrying guns. (Well, not usually.)

Right now, this is what I recommended to departments that want their class lists in ASCII alphabetical order:

1. Run SFR2LST without selecting a printer, in update mode. This causes SFASLST to be alphabetized after the report is run.
2. Run SFR2LST again, with a printer selected this time, in audit or update mode. This actually print the class lists.

This seems like a time- and resource-intensive process, and it still doesn't solve the "lower-case names are out of order" problem.

We'd like to discuss some options:

1. Having a new parameter that allows the user to select either current SFASLST order or real (non-ASCII) alphabetical order.
--or, if that's not possible--
2. Making the alphabetizing happen before the SFR2LST_#.lis file is generated, so that the report and SFASLST will both end up in alpha order (except lower-case names).
--or--
3. Suggested solutions from other BST members.

From Carolyn: UAS, UAF, UAA Approved

I would like to see the following change made (on the Change Form - for change of name, address, ID etc.)

Request – Change Form change

Identification Number Current wording:

A social security number is used as an identification number for University records. Changes or corrections to Social Security numbers require a copy of the social security card. Students who do not wish to use their Social Security number may request an assigned identification number. (Applies only if no employment or financial records exist.)

Identification Number Recommended wording:

A social security number is required for tax, employment, and federal financial aid purposes. Information about you is kept confidential and secure. An assigned number is used for University records. Changes or corrections to social security numbers require a copy of the social security card.