

**BST Agenda for Date: 09/18/08**  
**1:30 pm-3:00 pm**

**AUDIO INFO! Phone: 1-800-893-8850; meeting #: 2967390**

BST notes archived at <http://www.alaska.edu/studentservices/banner/minutes.xml>

(In Fairbanks: Butrovich Room 102)

Note-taker: UAS switched with SW as Barbara will be Fairbanks for DegreeWorks training during the next meeting.

Attendees: Crystal, Tim, Caty, Jenny, Shelly, Colleen, Jane (new SW Programmer), Robbie, Mike, Mary, Patty, Lora, John, Charese, BAH, Crystal Goula, Janet, John,

<b>Date</b>	<b>Campus</b>
<del>8-07-08</del>	<del>UAF</del>
<del>8-21-08</del>	<del>No Mtg</del>
<del>9-04-08</del>	<del>No Mtg</del>
9-18-08	SW <b>–switched with UAS</b>
10-02-08	UAS <b>–switched with SW</b>

***Additional items to agenda? Clearinghouse question***

1) Reports

**Course Schedule & Catalog** –Cat & Schedule met 9/11. Approved a wording change to better reflect cross-listed seats available in UAOnline (on today's BST agenda). Confirmed priority TRs sent to BST in April. One of top 3 is in Prod. Other two would really help with online schedule, which opens Oct 27. One adds important dept text to UAOnline subject headers. The other brings UAA pre/co-requisites forward to primary results page in UAOnline. We will request Subjects be loaded in OnBase. Long-text problems in UAOnline will need to be dealt with manually. Janet attended, offered much valuable insight, and introduced Jane Vohden. Workflow for Course Change notice to students still in progress. Spring 09 courses will be up on UAOnline Oct 27. Next CCS meeting: Oct 9

**Registration & Add/Drop** – Last met 9/11/08 .... Next meeting 9/25/08 at 2:30.

1. Clarified use of SFR2ACT, a registration report that shows beginning-of-term academic standing
2. Recommended we notify students with confidentiality flag of its impact via:
  - a. Email using Banner batch process
  - b. UAOnline upon logging into secure area
  - c. Verbiage on MyUA
3. Discussion to prevent students from registering on the web for multiple sections of a course. Outcome pending further discussion.
4. Discussion to enable course registration override for faculty on UAOnline. Now being tested. Will be problematic for MAUs working waitlists until classes start unless there is a common start date.
5. Continuing discussion of distance course registration notification workflow.
6. Testing task requests to update legends for grade mode and Look up Classes to Add
7. Approved moving Concise Student Schedule to PROD.

**Academic History** – All three campuses decided to change the grade type in SHADRGD to exclude F's and other non credit grades from calculating in Passed hours. We are adding two new functions to the clearing house reports for students. First, we are turning on the good student discount report, students who qualify can access this form to send to insurance agencies for their discount, this is a free service for the student. Second, we are turning on the anticipated graduation date. The problem of how to calculate the

students GPA when a student repeats a course in which they received a letter grade then change to Pass/Fail has been sent to the Registrars. We are checking on the status of our task request, requesting a work flow be created for change of grades. In addition, we are sending our current emails to the list serv so we can start to create a single email.

**Admissions** –no report

**Recruitment** –current task request prioritization; checked the validity of all task requests; next meeting is on Sept 30

**Fee Payment** – no report

**Electronic Degree Eval (CAPP/DW)**– cloning the prep instance for a prod instance; UAA has the localizations loaded (they are green).

**Security** – no report

**Housing** –working on the automatic transfer of data between systems

**Transfer** – no report

**Financial Aid** –testing for 7.1.2; upgrade will occur Sept 28; financial aid needs to be notified of new programs

**Imaging** – no report

**BPA/Workflow** – next meeting on Sept 23; workflow in testing; others are in process

**Student Support Services** –no report

**MyUA** (<http://www.alaska.edu/its/projects/MyUA/>) – discussed a task request system for updates; advertise to faculty/staff to use MyUA in place of UAonline. Team to look at ways to update MyUA to occur prior to upgrade.

**BCT** – No meeting

**Military (CTAM)** – Ramona leaving end of September

**Clone** – Future date Oct 13

2) Known system down time?

Banner & UAOnline PREP/LRGP (Proactive Maintenance)

SCOPE:

Systems/Databases/Instances will be affected:

(a) Banner: Toklat-PREP/LRGP

(b) UAOnline: BWeb4PREP/BWeb4LRGP

START TIME:Monday, 2008-09-22, 08:00 am, AKDT

RECOVERY TIME: Monday, 2008-09-22, 05:00 pm, AKDT

3) Janet/Jane: need a list of non-credit courses from each MAU when the schedule is ready to publish; update to the refresh time for the confidentiality flag – this will possibly interrupt SPBPERS; Welcome Jane Vohden – lead programmer please include Jane in all the work team lists. Her email is jane.vohden@alaska.edu ; Character set updates are occurring see if there are any items that have been effected by the change (ex: when you copy text into Banner) look for weird characters

4) Mary

TIME LINES:

B8 TENTATIVE timeline – B8.1 **WILL NOT** be out the end of Sept '08. **Thus all prior dates are off. We need to see if there is a need to continue with the original time line or can we wait.**

BOR is meeting now – tuition is being discussed.

Clean Address – move into PROD now, with a parameter table in Banner to turn address types on or off  
UAOnline Dates –

200901 – View Oct 27, Reg opens Nov 10

DegreeWorks – Training Sept 30th – Oct 3rd. Oct 24<sup>th</sup> PROD date.

Nat'l Student Clearinghouse electronic transcript exchange – begin work March '09 (approximately)

5) Requests:

### **Task Request**

Jan (email 9/16/2008 10:52 AM)

Cross Listed Seats (TR #11, #12) – **Moved to next meeting as Jan was unavailable for discussion.**

Crystal (email today at 8:36 AM):

Campus Site Codes – **this is mostly for UAS for the EMAS load SSR2BE1** process. UAA and UAF do not use the field.

**Approved by UAA and UAF**

NDS Market Segment – not included in EMAS; want a list separated from the other students who have applied or requested information; **SSR2BE1 process.**

6) Other items?

### **Other Items**

Patty:

UAA was involved this past Friday in an emergency response drill where agencies such as APD, Fire, and Emergency Personnel including the UAA Campus Response Team were involved to see if a mock disaster that was played out on the UAA campus could be dealt with and where there might be gaps.

One thing that they felt we needed was the 'Cell Phone' numbers of students and I was asked to research whether there is the ability to collect that information at the point of the web application whether it is for degree or non-degree seeking students. We do provide the ability for the student on UAOnline to give us additional phone numbers, which could include their cell #, but nothing at the point when they fill out an application and nothing that would require it either. My research showed this functionality is not available on the web application feature of Banner and I even sent a message up to SungardHE Actionline seeing if they had any recommendations.

Below are their response and the RPE they are referencing deals with the ability to store a PARENTS cell and email address which I sent in support from UAA for that:

Hi Patty.

There isn't a way to add a cell phone element to ADDR1 since it is not a delivered element. Only those values that are delivered on STVWSCF, can display on the web application. This is because the element values are hard coded.

You would need to modify the code in order for the cell phone element to display. You would then also need to have code that would insert the data and push the data. However, this is not supported by ActionLine. You would need to create this on your own, contract with our Prof Services group for a fee or post to one of listserves to see if a client has done this and would be willing to share their changes.

The cell phone request has come up recently. Attached RPE 1-3KYO8R asks for this functionality. If you would like to see this as baseline functionality, please add your comments for consideration. To be proactive, you can take it one step further by letting your Account Consultant know you need this functionality. This is one way, and the proper channel, for escalating an RPE to the next product calendar.

So my questions are:

1. Do others support seeing the ability to collect this information at the point of application?
2. If not, how can we encourage our students to provide this information when they log into UAOnline?
3. Are any of your campuses looking at 'Emergency' type software outside of UAOnline where students can provide you with contact information that can be utilized in the event of an emergency related situation?

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Patty:

[http://bweb4lrgp.alaska.edu/banlrgp/owa/bwsk2rqs.P\\_DisplayRequestDetail?pRequestID=316](http://bweb4lrgp.alaska.edu/banlrgp/owa/bwsk2rqs.P_DisplayRequestDetail?pRequestID=316)

There is interest to have students provide Emergency Contact information if there are no current ones in Banner for them. The first efforts in trying to collect this information will probably be by email but the other to have in place as well is once the student logs onto UAOnline and the system finds NO emergency contact information; there is an immediately page that appears with verbiage such as:

*Our system shows that you have not provided an emergency contact. Your personal emergency contact information is used by University officials and campus police for the purpose of notifying an individual's designated contact(s) of medical emergencies, death, missing person(s), or other emergency situations. To ensure such contact can be made in these events, we request that you provide at least one emergency contact. <Then provide a link that takes them to the 'Update or Add Emergency Contacts' area within the Personal Information menu of UAOnline>.*

Maybe also consider updating the verbiage on both the 'Update or Add Emergency Contacts' and 'View Emergency Contacts' with:

*Your personal emergency contact information is used by University officials and campus police for the purpose of notifying an individual's designated contact(s) of medical emergencies, death, missing person(s), or other emergency situations. To ensure such contact can be made in these events, we request that you provide at least one emergency contact.*

**These two items should be together; Reg team has a task request awaiting programming schedule; There is something in prep that could used as emergency contact. The idea is to prompt students in UAonline to enter a cell phone(or emergency phone) – Hurdle is getting students to enter information. This is being looked at by others in the system (Saichi).**

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Janet:

HR has asked for new verbiage on UAOnline for the 'Forgot PIN?' pop-up help text. They want it to be based on the following. I will ask that the GFC to review this prior to EAS modifying any text on UAOnline, but I

thought the BST might want to take a look ahead of time. This verbiage is what is currently on the OIT service center UAOnline Help page, and according to HR, they worked with the Help Desk on this.

### *Forgot Your PIN?*

1. Go to <http://uaonline.alaska.edu>
2. Click on the **Login to Secured Area (students, staff, & faculty)** link.
3. Enter your **User ID**.
4. Leave the PIN field blank.
5. Click the **Forgot PIN?** button.
6. You will then be required to answer the security question that you created the first time you logged into UAOnline and to choose a new PIN number to gain access to UAOnline. If you are not prompted with a security question or you do not answer the questions correctly, please refer to the following contact information:
  - o **If you are an Employee (including student employees):** UAF and Statewide employees should contact the OIT Support Center; all other employees should contact their Human Resources office. Refer to the contact information at the top-left of this page.
  - o **If you are a Student:** Contact your campus Enrollment Services, Registrar, or Admissions office. Refer to the contact information at the top-left of this page.

### [Back to UAOnline](#)

Move the student before the employee; the information is not correct for UAA – take out student employees ( ) from the employee bullet. JJ will bring this back after

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Mary:

Students with confidentiality selected – discussion on challenges for the help desk. (~162 students could not be assisted when they called in for help. These students did not understand that they had these confidentiality flags set. **Result – there was discussion to send another mailing out explaining the option in UAonline. There is a Ferpa website part of SW website.**

Barbara

Clearinghouse question: Has anyone modified the output to remove a student who does not want to be on the report? JJ said to be careful of the counter and not to use excel for the modification – Colleen suggested notepad or other text editor.