

**BST Agenda for Date: 3/01/12
1:30 pm-3:00 pm**

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

BST notes archived at http://www.alaska.edu/studentservices/staff/banner/bst/workgroups/bsis_mins.xml

(In Fairbanks: Butrovich Room 102)

Note-taker:

Date	Campus
2-02-12	UAA
2-16-12	SW
3-01-12	UAS
3-15-12	UAF (spring break)

Attendees: Mary, Sandy, Amanda, Charese, Lora, Mae, Bill Barnes, Jane, Crystal, Mike Earnest, Caty, Peter P

Additional items to agenda?

1) Reports

Course Schedule & Catalog – No report

Registration & Add/Drop – Did not meet *Lora was in Hawaii*

Academic History – Cancelled meeting this week

Admissions – The Admissions team held a special audio last week with Fin Aid to discuss changes to ATB *to benefits* and how that will effect application processes. Our next meeting is Monday March 5 @ 10am.

Degree Works – No report

EMAS/Recruitment – **Crystal did not meet; sent updates via email; Julie working on EMAS upgrades for UAS and data cleanup by Crystal; UAA is working on EMAS migration;**

Fee Payment – Meets next week; UAF going back to Drop for Non-Payments for the Fall term; UAA still no DNs (not going back); UAS is still doing DNs; UAF issues- Courses taken off from academic history; ton of work with petitions with money owed; and a black eye in the community; students would transfer; however, they forget to drop classes at UAF; PFD is then garnished; a lot of work at the Reg office and Business office;

DN's will be processed at the end of the 100% refund @UAF;

Amanda- not doing DNs gave an inflated balance and the enrollment and debt is not true-

Mike E- Students received 'W' or 'NB' or 'F's because they are not participating and not be count against the unit versus student outcome; encouraging faculty to submit non-attendance during the first two weeks; trying to get faculty to participate to submit the non-attendance; Amanda, Deanna, and Mike will meet with others who would be affected by the implementation

Housing – no report

Transfer – Caty - Have not met; only one broken link moved to PROD; trans equivalency report; Faculty Services; OnBase TR to move to PROD soon to make the workflow queue functional; next meeting; March 14th

Financial Aid – no report

Imaging – no report

BPA/Workflow – no report

Student Support Services – Mary- getting close to changes

Jane- appt advisor screen, Russell moved the fix and Patti gets back on vacation next week; added security piece; Bill asked about the ability to put a proxy (to setup the appt with advisor) has been vetted and Patti will submit to put in a task request

BCT – no report

Military (CTAM) – Jane- CTAM Upload- Planning next March 12 with sample data; March 19 to PROD
Clone/LRGP Refresh – **June 4, 5** (Peter and Mary- volume items in LRGP and relinquishing) a challenge to cleanup LRGP before refresh; there's a potential date to not have to put the 2nd day on; hit list sent to from Jane to go through and provide immediate feedback to close items from LRGP to PROD; rebuilding it out on the 2nd day- will hear more about it and will share to the list to their WT to drive this challenge

2) Known system down time?

HR 8.6 & 8.7 (tentative)

PROD/TRNX	06/03/12
PREP/LRGP/PRED	05/01/12
TEST	04/05/12
NWSD	04/03/12

3) **Jane-** Matt Chandler – new statewide programmer; a graduate in December; was a student worker and has picked up quickly and jumping right in to task

Peter: last reg talk about advertising ; last registration wound up with trying to register and were not allowed from UAA and UAS was scheduled at 5am; no word out how to try to take the heat up when registration happens on April 2nd; Patti might be able to advertise in their end; UAS is fully available to register until midnight-

Mike will be working on Carla Browning to put something out to the community; to encourage registration early before leaving campus; need to get it out there; only staggering 1st week for degree seeking and open to all 2nd week ;

UAOnline- Need Details for each campus of the staggered schedule; can be feasible per Jane; where? Know issues- login screen and tying sessions (taking up resources);

Suggestions is a link on the Home Page with a link of all MAU Registration Dates; under Registration (red text) hotlink detail for each MAU- or have it on both places with the homepage, underneath the Registration menu- or putting something on the evening of (Main Menu); may need to run it with GFC- takes one person to lock the system up once they login. Trying to have students review the registration dates prior to logging into UAOnline which takes up UAOnline resources

Menu item – April 2nd- throw it on the main page starting on the March 29th- and take it off; troubleshooting on the hold up with UAOnline (Pete) any more news you'll be aware of it-

4) Mary:

- Planning for March – Universal password at UAOnline;

There might be a meeting at 11am tomorrow- see if Michael Ciri is available; came up with a solution to move forward with; need him present for any questions- Solution would consist of having two boxes on UAOnline 1st box 3mill or username and next box the PIN (Numerical or password with other UA resources) no opt in; just use either/or; still talking about cutover a solution ; no education needed for students; its either/or; March 20th might be soft roll date; still need to educate and see if it will be functional; Michael might speak about it; a prototype in place; might move to the future; want a nice feature; might also delay; March 20th; student would have to physically choose which button to use which option this solution gets rid of this piece; will have smooth

rollout; self select the conversion; now it is an option for others to use it; Might need an October business discussion; do we need to move student from moving ID#s; how can we advocate for staff/students to do it; need to know where to go from there
- **Early Alert Notification** – in RFP process now, goal is solution in PROD in March/April 2012. Need a demo- have not heard if the contract has been signed.

- **UAOnline timeout** increased to 60 minutes. DONE!-

Course view for fall reg is 3/19, fall reg opens April 2; have some updates (rubric was revised)

BST- OnBase clone status; Clone PREP going away; LRGP taken in place; future of PREP instances; how much PREP is utilized; use LRGP; finance heavy users on PREP; they have to build everything; build the PREP and the students; concerns how PRODUCTIVE their testing will be in PREP (Colleen gone); discontinue use of PREP and just use LRGP- UAA- does not use it; Mike would like to hear Crystal's thought- PREP is useless; can be helpful but it is easier with LRGP; Jane mirrors the motion; I know finance has only PREP- Amanda has concerns- Payment plan vendor and not much was in there; PREP has full access unlike LRGP; data that needs to be stripped and would not send emails to students; documentation with instructional manuals (E-Learning) print screens not including student data- advantage with PREP will have the same results; let Mary know if you have any reasons for PREP to continue;

Info Text on UAOnline- who has access- GFC- users have the ability to enter data on LRGP and PREP- who has access to enter messages- approved

AVOW- foreign country; vendor codes- country codes different standards with AVOW and ISO standards; Gregg will reroute simple fix to have parallel country codes; would be great to have a cleanup for EMAS (Crystal) can't use the standard codes; take in only case by case (find out which programs) and can be a minor field name and code change—Banner standard ISO and fourth field standard; set of uses; always used the Banner field and brought AVOW going to the wrong codes; FSA Atlas; original codes since the system came up maybe the Original codes in 1995; ISO has changed

Gregg is still working on rerouting the codes; are they being converting to new ISO codes; always sustain with Banner definitions; trying to keep things from going crazy if historical records need to be; no two Germany codes- new country codes; it will lose the definitions historical records; manual process to change fields of definitions; it would be helpful to convert with most current codes; between now and Banner 9; hope these issues are addressed; this is the first time we've run into this issue- should be able to handle the code- have to convert to match the

Per Crystal- Banner to EMAS would need to convert the codes (running macros) been doing since 2003- Need to develop a process or procedure to monitor the new codes and convert old codes- Gregg is following up with the issues-
Program name used per Crystal- Banner SSR2BE1- process to convert the country code

PIN DISABLED- Jane is putting the help link info to direct student to the Registrar's office or IT help desk

UA Online Update- Student identity is created on UAOnline with no SGASTDN /HR record- receive error message will now be granted a main menu access and personal info tab

Request from FinAid for a Financial email address- not approved; will be emailing 1098Ts; emailing versus printing

5) New Task Requests: None

7) Other items:
Peter Pavey:

Advertising the registration schedule. (Jane- 3/29 last day of Summit in flight- can we have it before going to Summit- March 22 or 23rd-

One question: clean address; how long initial address type before going to new wants- MA to go around