CAPP Work Team Meeting Minutes, June 21, 2005

Attendees: Colleen Abrams, John Mun, Barbara Hegel, Julie Staveland, Diane Meador

Agenda: Determine what help text needs to be added or changed on web evaluation screens.

1. Need to determine where we need help text on minors.
2. Will not be adding "advising" to the phrase "unofficial evaluation."
3. Page-by-page review:

- **Select Current Term**

The initial term prompt upon logging in to Student Services is not the evaluation term, but the current term (according to current help text). It should default to whatever the current term is.
John: the term options are probably coming from SOACURR.

- **Degree Evaluation**

The header after selecting a term is "Unofficial Degree Evaluation" when entering on student side, but "Degree Evaluation" through faculty side.

Help text wording: recommend that the NOTE ("NOTE: All Web degree evaluations are UNOFFICIAL") should be on separate line, in red, with blank lines around it.

Need help text with instructions directing what to do next.
Colleen: Add the following text on a separate line before the NOTE: "Click one of the links at the bottom of the page to continue."
Add context-sensitive tutorial help after selecting link based on which link selected, and which opens in a separate window.

- **Previous Evaluations**

Add additional text to "Degree Evaluation Display" options.
General: overview
Detail: specific information
Additional Info:

Julie: is it possible to change the titles to something more explanatory than add help text? Colleen: problem is that with every upgrade, you have to change the titles again.
Possible titles: Summary of Requirements and Requirement Details. Agreed to change these.

We agreed that the Additional Info option should be eliminated. It can be switched on/off via SMACPRT. Will need to notify listserv.

- **General Requirements**

NOTE should be on separate line, in red. No other changes needed – can disambiguate via coding.

- **Generate New Evaluation**

Change help text to:

"To generate a new unofficial evaluation,
1. click on radio button next to the desired program;
2. select an anticipated graduation term;
3. select the Generate Request button."

- **What-if Analysis**

Step 1: have link go to generic set of instructions, which would include what various minors are, what majors go with what college, etc.

Diane and Julie will work on help text.

4. Other items
- Need to determine whether to go forward with these recommendations. Will need to set up another task request. Will want to look at this by next week.

- John: we should be able to tailor the generic Help option in upper right corner next to "Exit" on every screen for CAPP-related information? John will work on text help here for generic contact info.

- Will need to look at level 1 and 2 defects. A lot of these problems should be fixed in next upgrade.

- Next meeting: July 19, 1:30.