Catalog/Schedule Work Team Minutes for March 16, 2006
Group: Catalog/Schedule Work Team
Topic: Work Team Meeting
Date: March 16, 2006 10:30 am – 11:30

Attendees: Colleen Abrams, Jessy Bowman, Jan Crichton, Linda Kay Davis, Mae DelCastillo, Patty Itchoak, Jeffrey Oliver, Cheryl Page, Patrick Tilsworth
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Agenda:
Task requests:
. **SSR2APR Task request** – Patty Itchoak
    Create a process that will enable us to apply special approval codes in mass to course sections on
        SSASECT that do not already have an approval code entered.
        . Approved by BST – 2/23/06
* Add new parameter for courses starting on or before a certain date.
* Will use a special approval code to signify an approval code for late registration purposes. New code will be
        used for instructor permissions due to late reg.
* Patty will write a task request to delete these codes.
. **SCP2UPC Task request** – Colleen Abrams
    Update active SCBCRSE records with the new college/division/department code as requested.
* Is in PROD but may not be most current version so we need to test in LRPG and send approvals to
        sdsit@email.alaska.edu.
* Patrick will forward the message with comments about the PROD version to the list serve.

New Items
* Nothing at this time

Old Items
* Changing rooms on SSASECT – delete one record at a time, then rollback, update the next record, etc. Also,
        if want to change the dates for a course, must update the meeting pattern dates, then update the
        course
* Message about the process being updated by another user. Must rollback after the change is complete.
* Sometimes must save changes in meeting pattern in order to get to the instructor block. One option is to
        previous block to the instructor block. Another option is <enter query>
* Colleen will check the known issues for information about this.
* When deleting instructors, delete the second one first, save and then delete the primary instructor.
        Otherwise, get a message that there is Primary Instructor is required.
* SCADETL – If do a previous block, the text information does not show. Can previous block into the previous
        block and then next block and information will display.
* Colleen will check the known issues for information about this.
* Schedule code cannot be updated once a class has been created.

Other Items
* Fall schedule to print soon – Mat-su, Fairbanks, Anchorage
* Fall schedule on web and to print later than would care for – Juneau
* Summer schedule has been available since mid-February - Fairbanks
* Summer schedule at printer – Juneau and Anchorage
* Summer schedule still being looked at – Mat-su
* Catalog at final proof – Fairbanks
* Catalog being edited – Juneau and Anchorage
* Bulletin being worked but schedule takes precedence at this time – Mat-su

Next meeting: April 13, 2006 at 10:30am