

Catalog/Schedule Work Team Minutes

Thursday, September 24, 2009 - 10:30am

Audio-conference number 1-800-893-8850, conference code 6384637

Attendees: John M., Linda, Gianna, Sarah, Charese, Barb P, Kim, Kristen, Heidi, Colleen, Jenny, Jeanny, Barbara H., Jan, Mae, Emma, John A.

Note: bold italics indicate a change from the last agenda.

IV. CCS TRs for Testing

- A. Catalog search re-structure (UA#301 = TR#1) – *BST priority level 4, state 3 (in progress)* -**Waiting for approval from UAF and UAS**
- B. Class schedule (public) search re-structure (UA#302 = TR#2)* - *BST priority level 4, state 3 (in progress)* – **Email from Mary with questions from Jim – waiting for response from UAF**

V. BST Report

- Request that testing of TRs be done before next LRGP refresh.
- BSF2F will be February 9-12, 2010 in Anchorage.

VI. Old Business:

Distance Education Discussion

- Questions for discussion:
 - What is a distance class to your campus?
 - UAA – Classes that are predominantly distance-delivered (at least 80 percent) are considered distance and are coded with X or Y session codes.
 - UAF – Any class without a location requirement is distance.
 - UAS – No requirement for any face-to-face class time.
- Session codes – there have been two proposals suggested via email; one from Mary Gower and the other from Gianna Ridgeway (attached at the bottom of the agenda).

Jan stressed the importance of multiple fields (instructional method, attendance method, etc.) in coding and fully describing a class.
Kristen asked whether we could/should code classes taking classwork deadlines into account.

Proposal to roll 100 percent distance classes into one session code was not supported.

Proposal to use the existing session codes and to add a code for hybrid courses and to go ahead with last meeting's proposed Z code for courses to not show on the Distance Gateway. All MAU's agree. To read as follows:

H	Hybrid – Distance/Classroom
X	Distance - Independent
Y	Distance – Group Meetings
Z	Distance – Permission Required

- Instructional Method discussion

John M. suggests that the amount of codes for instructional method may be too much for our needs. Instructional method field can only contain one code so John M. suggests it reflect the primary instructional method. Discussion about reviewing/changing instructional method codes/definitions so they more accurately reflect how a class is delivered.

CDE wants instructional method/ student technology requirements to be coded in SSATEXT. UAF and UAS include more information in SSATEXT. UAA objects as it offers around 300 distance classes a semester and to require that information from departments and to type it in would be time and labor prohibitive. Other MAUs roll SSATEXT, but UAA policy is to not roll SSATEXT. UAA will investigate SSR9ECT report to see if it will make rolling SSATEXT information feasible.

Decision made to delay full discussion of instructional method until next meeting so that everyone can take a closer look at the available codes and what they mean.

VII. New Business: none

VIII. Adjourn

Next scheduled CCS meeting: October 8, 2009 - 10:30am