

**CTAM WORK TEAM
AGENDA**

Tuesday, January 28, 2013 ~ 2:00-3:00 p.m.

Dial in Number: 1-800-893-8850

Participant PIN: 6384 637

Attendees: UAF (recorder) – Caty Oehring
UAA – Mel Kalkowski, Lora Volden, Gianna Niva, Craig Mead
UAS – Barb Hegel, Mae Delcastillo
UA Statewide – Mary Gower, Jane Vohden

1. TR 239 - AI Portal Class Catalog Extract. Please see Matt Chandler's questions below.

Matthew Chandler

4:22 PM (19
hours ago)

to me

Caty,

I have a couple of questions about where to get data for the AI Portal extract.

It looks like Long titles, descriptions, and possibly prerequisites are being kept on the Course Text page of SCADETL. Are there better / official places for any of those? SCADETL to find course information. SCAPREQ for prerequisites. SCACRSE for level. Mae mentioned PR# as another option for pre-requisites, but this is used differently at different MAUs. Craig will create a spreadsheet containing the AI Portal XML File Field Definitions (see screenshot on page 3) and then we'll fill in where this information can be found for each university.

Do you know if all the MAUs use the same codes (such as CD#)? There is some variation from MAU to MAU depending on what we're talking about.

Where would I find course materials? We don't want to list course materials, which should be fine since it's optional.

These might be better questions for the group, but the TR doesn't mention any restrictions on what should be extracted. I'm assuming you want the whole catalog for a given term, but should it be restricted in any way, such as by level? No CEU's or professional courses. Just pull UA, GA, UF (our professional levels are included in UF – is there a way to remove them from the catalog extract?), GF, US, GS

Also, does this need to be split into 3 files like the CTAM extract? It should be split into 3 files. We each have our own instances of AI Portal access.

Thanks,

Matthew Chandler
Programmer
Enterprise Application Services
University of Alaska - OIT

Dec 4, 2013 (from afaems.support@pentagon.af.mil)

Dear Colleagues,

We value our partnership with you and continue to strive to find new ways to make our interfaces more efficient and useful. One of the areas we have seen grow since the centralization of the Military Tuition Assistance (MilTA) program is the invoicing process. We know that it can be a time consuming process to correct the MilTA forms when they have erroneous course information, term dates, and/or costs. We are developing ways through the **AI Portal** to help alleviate these issues. We believe these changes will help create almost error-free invoices that will result in quicker reconciliation and payment. The first step in this process is the use of the online course catalogue.

Using the online course catalogue requires students to choose their courses from an approved list. This eliminates the ability for students to input their own codes. For example, if the official school code for your institution for English Composition I is ENLG101, by using the online course catalogue students will only be able to pick that option. As it currently stands, institutions that do not use the online course catalogue allow students to manually input the course codes. Consequently, in our example, ENGL101 can be ENGL 101, ENG101, ENG 101, etc. Each MilTA form must be reviewed for accuracy by your institution prior to submitting the invoice for payment. This can be very time consuming and labor intensive.

There are two very easy ways for your institution to upload the course catalogue: **The first is to upload an XML document in the AI Portal. XML sample files and file field definitions can be found by clicking on "Online Services" and then "Submit a Course Catalog". The sample files and definitions will help your IT department create the XML document for upload.** The second way is to manually input your courses in the AI Portal. While this option is an easy way to upload, it can be time consuming if you offer a large number of courses.

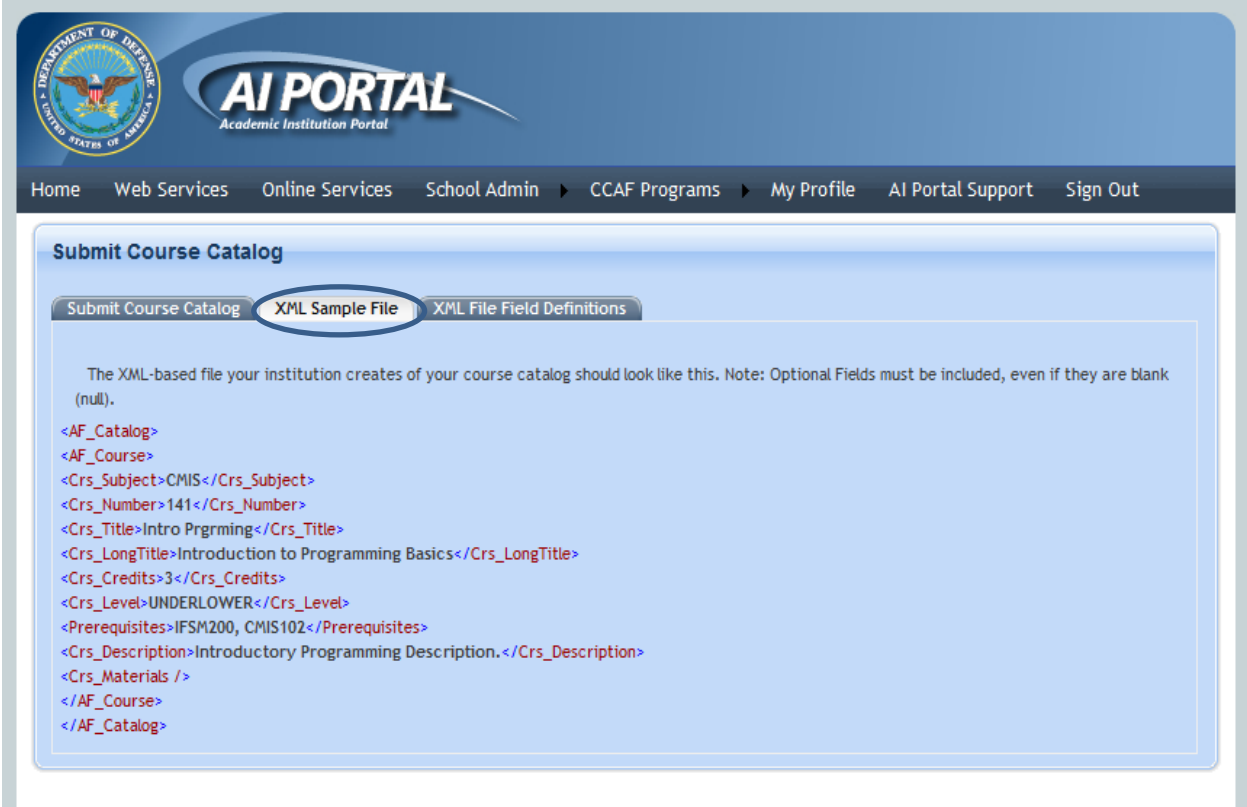
Effective 1 Mar 14, all institutions must have their course catalogues uploaded and require students to use them for any courses starting on or after that date. We believe that this will greatly increase the accuracy and efficiency of the invoices and will help ensure that you receive payment even more quickly than you already do. If you have any questions or need assistance with uploading your course catalogue, please feel free to contact the **AI Portal** Support team by emailing aiportal@bamtech.net or calling [334-517-6172](tel:334-517-6172).

In the upcoming months we will have further upgrades to the **AI Portal**. Thank you for your assistance and we look forward to providing efficient, easy-to-use IT solutions for the benefit of

all.

The official memo from the Air Staff can also be found on the Essential Documents section of the [AI Portal](#), title "Uploading Course Catalogue in the [AI Portal](#)".

KIMBERLY YATES
Chief, Air Force Voluntary Education



The screenshot shows the AI Portal Academic Institution Portal interface. At the top, there is a header with the Department of Defense seal and the text "AI PORTAL Academic Institution Portal". Below the header is a navigation bar with links: Home, Web Services, Online Services, School Admin, CCAF Programs, My Profile, AI Portal Support, and Sign Out. The main content area is titled "Submit Course Catalog" and contains three tabs: "Submit Course Catalog", "XML Sample File" (which is circled in blue), and "XML File Field Definitions". The "XML Sample File" tab displays a sample XML code snippet for a course catalog entry. The code is as follows:

```
<AF_Catalog>
<AF_Course>
<Crs_Subject>CMIS</Crs_Subject>
<Crs_Number>141</Crs_Number>
<Crs_Title>Intro Prgmring</Crs_Title>
<Crs_LongTitle>Introduction to Programming Basics</Crs_LongTitle>
<Crs_Credits>3</Crs_Credits>
<Crs_Level>UNDERLOWER</Crs_Level>
<Prerequisites>IFSM200, CMIS102</Prerequisites>
<Crs_Description>Introductory Programming Description.</Crs_Description>
<Crs_Materials />
</AF_Course>
</AF_Catalog>
```

Submit Course Catalog

Submit Course Catalog XML Sample File **XML File Field Definitions**

- Crs_Subject - This is the subject of your course. Example: ENG or MTH
- Crs_Number - The number of the course as listed in your catalog. *This is not the section number of the course* Example: 101
- Crs_Title - This is an abbreviated title of the course. Example: English Comp I
- Crs_LongTitle - The full title of the course. Example: English Composition I
- Crs_Credits - The number of credits for the class. Example: 3
- Crs_Level - A string descriptor that indicates the course level of the course. NOTE: Accepted values are UNDERUPPER, UNDERLOWER, UNDERGRADUATE, GRADUATE, or CERT.
- Prerequisites - The courses required before a student can take this course. Example: IFSM200, CMIS302 *Optional
- Crs_Description - Description of the course as listed in your course catalog. Example: Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). *Optional
- Crs_Materials - List of any materials required for the course. Example: Graphic Calculator. *Optional

2. Pending CTAM Requests at <http://vole.apps.ad.alaska.edu/display/TASKS/EAS+Task+Requests>
 - a. TR 239 – AI Portal Class Catalog Extract (Top 15 Priority Rating, In Progress)
 - b. TR 193 – CTAM Extract Modification of Instructional Method (Approved)
 - c. ~~TR 221 – CTAM Extract Modification for UAA Community Campuses (completed!)~~
 - d. ~~TR 230 – CTAM Extract modification: UAF Network Fee (completed!)~~
 - e. *TR 232 – CTAM Extract Modification: Upload SSP2CTS Error List (Pre-approval)
NOTE: Revise when it needs to be ready from “Spring” to “Summer” extract, then modify all 3 universities and send to BST for approval. (Done 1/30)
 - f. *TR 233 – CTAM Extract Modification: UAF Technology Fee (Pre-approval) Modify for all 3 universities and send to BST for approval. (Done 1/30)
 - g. *TR 235 – CTAM Extract Modification: UAF Materials/Lab Fees (Pre-approval) Modify for all 3 universities and send to BST for approval. (Done 1/30)
 - h. *TR 240 – CTAM – Load Grades into GoArmyEd (Pre-approval) Send to BST for approval. (Done 1/30)
3. Follow-up regarding: UAA would like to upload all course sections with an "AD", "AI", or "DC" part of term code in as a self-paced course in GAE, eliminating the need to provide a start and end date. I'm not certain if this would be better handled through a change to the initial load parameters, or through the process UAF is looking to build to load courses that enter the SSP2CTS error files. We may need to add additional part of term codes to this request at a later date, but I'm hopeful that will be a fast change if/when needed. Per Lora, we'll just roll this into TR 232.
4. Determine next meeting date(s) Tuesday, February 25, 2014

5. Updating catalog content in GoArmyEd – Our catalogs haven't been uploaded to GoArmyEd since we first started using the GoArmyEd portal in 2006. Caty will ask Alex McNamara for instructions and create a task request.

NOTE: We received the instructions, but it looks like updates to catalog are supposed to be handled on a course-by-course basis, manually. Caty will try to check with Susan Wolozyn at IBM to see if there are any other options.

6. CCME meeting in March, in Savannah, Georgia – Mel will attend and will share with us when he returns. Will bring up issue at appropriate CCME session(s) of adding some new instructional modes codes for the GoArmyEd extract. More codes would help us manage the error list better for the class schedule extract. Currently we only have:

- a. CF Classroom Off-Post
- b. CN Classroom On-Post
- c. WC DL – Correspondence
- d. WM DL – Multimedia/Blended
- e. WS DL – Self-Paced
- f. WW DL – Online

NOTE: Caty will also try to ask Susan Wolozyn at IBM about this.