

1. Discuss the expiration of test scores for Math prerequisite checking. – **We will have information after UAF senate meeting on Feb 7. Academic History Team will move forward once we have alignment with 1 year.**
2. From Shirlee – (see the two attachments)
 - a. On the “Class Schedule Search” screen (if you are not logged in to the secure site) and the first “Look Up Classes to Add” screen (when you ARE logged into the secure site), the first request is to change the default campus to “Choose One” or leave a blank space instead of defaulting to PWSCC.
 - b. The second request is to move the comment “Select the Course Number to view prerequisites or to get further details on the course” from the “Catalog Entries” to the “Class Schedule Listing” screen (when you are not logged into the secure site) and the second “Look Up Classes to Add” screen (when you ARE logged into the secured site). That way you get the directions BEFORE you have already found the prerequisites. The comment is buried.

Item a will be changed with the updated UAonline changes. Item b – Jane is looking into Patty was going to write up what it should look like and send it out.

3. Either at this meeting or at a special meeting, review the settings on SOATERM for 201102 and 201103 – **We will set up a time to go over the changes – Colleen will send out a doodle poll to request times.**
4. **Waitlisting** - We have issues with emails being sent to all students on waitlists in lrgp – we will ask Jane to inactivate the emails and we will substitute our emails to see if it is working properly. Determine the testing criteria **for the February 10 testing meeting.**

We have homework for the next meeting. In LRGP we have to purge the waitlists. Use the SFP9AIT process. This means we can then waitlist ourselves for classes and run the processes. Remember there are six forms listed under Banner –Student-Registration-Registration Waitlist

- **Mike E and Shirlee need to be available or decide the amount of time given to a student before going to the next person.**
- **In LRGP we have to purge the waitlists**
- **Come to the meeting prepared to register yourself in a WL status (make sure it is set up in SFARSTS)**
 - o **The letter is written**
 - o **Need an email (or none)**

Next meeting...FEB 10 at 2pm. – do the homework.