

Subject: Support Services Minutes  
Date: May 19, 2004

Attendance: UAA –Willy, Yvonne, Mary, Christina, Russ, Deb, Bev, Tara  
UAF – Colleen, Elaina, Sharon, Tim  
UAS – Barbara, Jackie

1. Introduced Members – folks introduced themselves and what areas they worked in.
2. Purpose & background/goals – Patty discussed how the team came about and the goals to accomplish.
3. Preliminary discussion in what each member is looking for in a student success/retention component –
  - Be able to track who a student has seen and what they were told to do.
  - Achieving goals
  - Find information on 1<sup>st</sup> generation college, low income
  - Needs that can actually be determined
  - Low ACT, low English scores
  - Ability to identify students for specific services, ie, Student Support Services at UAF
  - Who is the contact for that student so no duplication of efforts
4. Review of forms:

The Support services forms are located in the Student System Menu, within the General Person Menu on Banner.

**SEADETL** – not all screen shots for the various blocks are available in the documentation, missing the Need Assignment and Service Assignment blocks. This form allows assignments of goals, needs and services that are within a Service Group for an individual student. It was suggested that we use global service groups as much as possible, but knowing that some individual campus service groups would be used as well.

Service Group suggestions:

Non-traditional Student; 1<sup>st</sup> Time Freshman; Workforce Development;  
Single Parent; LAP; ESL;  
Student Receiving FA; SSS Eligibility; Student w/ Disabilities;  
Under Prepared Student; Veterans; Transfer Student;  
UA Transfer Student; Active Duty Military; Rural Student;  
Alaska Native; Resident Life: Undeclared Majors;  
Underage; International: Non-degree Seeking;  
Community; Distance Delivery; College;  
High School; Ability to Benefit; Athletes;  
UA Scholars; Pre-Majors; Probation;  
Counseling;

**SEAASGN** – This form allows us to assign and see what service groups a student is assigned to or have been assigned to.

**SEAGDTL** – This form allows the assignment of goals and goal attributes to an individual student. The comments portion of the form needs discussion in how we will all utilize it, ie, most recent comment on top; begin each line with date/userid followed by comment, etc..

Goal suggestions:

2-year degree;	4-year degree;	Graduate;
12 cr compltn per sem >2.0	30 academic credits;	12 GER w/in 1 <sup>st</sup> 60 credits;
Declare a Major;	Admit to Dept;	Removal from Probation

**SEANDTL** – This form allows the assignment of needs and need attributes to an individual student.

Need suggestions:

Transcript;	Tutoring;	Financial Aid;
Counseling;	Academic Advising;	FA Appeal;
Child Care;	Housing;	Food/Clothing;
Availability;	Accessibility;	Note Taker;
Assessment;	Accuplacer;	Testing Accommodations;
Distance Learning Space		

SEASDTL – This form allows the assignment of service and service attributes to an individual student.

Service suggestions:

Tanaina Day Care Center;	Learning Resource Ctr;
Assessment;	People Mover;
Transportation;	Shuttle

Will continue reviewing more forms at our next meeting.

5. Capability of testing in PREP and LRGP – determined that the best place to test the capabilities of these forms is in LRGP. Patty will be working with Colleen to ensure we put these forms in a security area that all users have for training purposes only. We will need to define security when we are ready to move to PROD. Patty will try and have this ready prior to our next meeting and will alert the team.
6. Schedule next meeting – next meeting is set for June 1<sup>st</sup> from 10-11:30am. We will meet every two weeks, on Tuesdays at this same time.
7. Other items - Patty will send an email out to BSTUDENT (SCT Student Listserv), to see if she can get any feedback from other Universities that may already be using this component of Banner. She will share her findings with the team at the next meeting.

Meeting Adjourned.