

Subject: Support Services Minutes
Date: June 15, 2004

Attendance: UAA – Mary, Patty, Christina, Marian, Russ, Tara
UAF – Colleen, Elaine
UAS – Barbara
SW – Julie

1. Corrections to 5/19 minutes: Marian Mitchell and Julie Gullispie were in attendance
2. Other items to add to agenda? None
3. Access to LRGP and forms granted, who is having problems logging into LRGP:

Christina, Marian, Tara and Russ at UAA were having problems. Suggested that they try and use their PROD password rather than s+SSN to see if that works. They will let Patty know. Colleen will be working with the UAF folks to ensure they have LRGP access. Barbara at UAS already has LRGP access. All forms should be available. Colleen was thinking there might be more and would be checking on that.

4. Continue viewing forms:

SEAQGENS – Form displays all students who have been assigned the combination of goal, need and service codes. This appears to be simply a query form.

SEQGQRY – Form displays the goals associated to the student. This is a query form.

SEANQRY – Form displays the needs associated to the student. This is a query form.

SEASQRY – Form displays the services associated to the student. This is a query form.

SEASSGP – Form is used to enter and maintain goals, services and needs associated with a service group. For each service group, a set of 'standard' needs, goals and services can be defined here.

STVSSGP – Validation table used to define the codes and descriptions for service groups (link back to SEASSGP) where a set of 'standard' needs, goals and services can then be defined.

STVGOAL – Validation table used to define the codes and descriptions for the goals, ie, English Competency Certificate; 2-year degree, etc..

STVNEED – Validation table used to define the codes and descriptions for the needs, ie, Counseling; Assessment, etc...

STVSSER – Validation table used to define the codes and descriptions for the services, ie., Transportation; Learning Resource Ctr, etc... The form has a 'service type' field that is free-formatted. A suggestion of a 'Service Type' could be 'Academic' vs 'Non-academic'. This needs to be explored as we proceed with testing.

5. Testing and timelines:

For reporting and retrieval purposes, it was suggested that the coding structure we use is campus or MAU associated. As we start to test out these forms, we need to keep that in mind.

For UAA, we want to go live with something in place sometime this Fall 2004 semester. UAF and UAS will be determining their own timelines.

Each group, UAA, UAF and UAS needs to start testing these various forms and create the codes they need. It was suggested that each area determine a pilot group to work on with the initial testing. As testing is being conducted, areas need to write down issues that arise and correspond back to the team on there findings. UAF was considering Student Support Services, UAA was considering UA Scholars (1st year), Honors or Academic Probation.

6. Next meeting is set for June 29th, 10-11:30am.