

Subject: Support Services Minutes  
Date: January 25, 2005

Attendance: UAA – Patty, Marian  
UAF – Sharon  
SW – Patrick

1. Testing comments on the new form SOA2PPT in LRGP/PREP:

Some testing has been conducted. Sharon feels the form is functioning pretty well. Marian will do some testing later today. Patty had a few items that needed adjusting and will verify if they were corrected. UAF will send an email to Patty letting her know the form is fine and to move to PROD.

2. Questions from programmer relating to SOA2PPT:

I've been doing documentation and minor mods to soa2ppt.

I added in the automatic filling in of data in the third block (contacts block) when you go to the second block (appt blocks area).

That brought me to 2 questions:

The second and third blocks represent two separate tables that should be kept in sync. In the Task Request, you said you wanted to be able to add a record in the third block. Currently contact records are added to the third block only if there is a result code for that appt in the second block. If we add records in the third block, there is not necessarily a result code or advisor or advising method attached to it. The SCT table underlying the third block consists of a pidm, contact code, appt date/time and an activity date. Is it vital that you're able to add records in that third block? **NO**

I'd been thinking of that block as more of a summary block of completed appts. The other question is what, if anything, do you want to be able to delete? **YES**

Should I block deletes of any record that has a result code? **NO**

***A suggestion of using some more codes such as Cancelled or No Show to help handle these type of appointment results was discussed. The team thought that was a great idea and will be added to the Results validation table STVRSLT. These codes will not be set to trigger a Contact Type in the 3<sup>rd</sup> block.***

3. Question from programmer relating to SOA2CMT:

I've recently began work on the SOA2CMT Advising Comment Form and was wondering if there would be any issue with changing the setup in the Comment Block from

Dt: 01-SEP-2004	Fr: 0900a	To: 1030a
Cnt: AAT	Rslt: AFIN	
Adv: deAdvisor, Francis	Src: AFTFRH	

to

Dt: 01-SEP-2004	Cnt:	
Fr: 0900a	To: 1030a	Src:
Adv: deAdvisor, Francis	Rslt:	

***We approve the suggested change made by the programmer.***

4. Other:

Patrick asked about our time line for the project forms and reports. It was set for February 1<sup>st</sup>. Could he receive another date to shoot for since the forms and reports are still a work-in-progress. Patty was hoping that we would have something in place by late Spring semester.

Patrick asked about whether we decided on recording non-banner student appointments on SOA2APT. ***The answer is NO, campuses will use internal methods on this type of tracking.***

Discussed how we plan to present this package to the users as a whole. It was determined that we will wait until all pieces are in place, ie, the 3 new forms along with the reports will be done, tested and in PROD before we begin to conduct training with the campus users.

5. Next meeting scheduled for February 8, 2005 at 11am.