Subject: Support Services Minutes
Date: March 22, 2005

Attendance: UAA – Patty, Marian
               UAS - Barb
               SW – Patrick

1. SOR2PPT testing comments:

      Changes to the report have been made and look fine. Move to Production.

2. SOA2CMT testing comments:

      Need to add next block or arrow down/up navigational feature to the form. If the person has multiple
      comment records, unable to easily navigate to those blocks.

      Patty had sent a message yesterday asking for SOA2APT & SOA2PPT to be added in the options
      menu for this form.

3. Review Dept codes list (STVDEPT):

      Adding the following to PROD –

               HNRA   =   UAA Honors Program
               SRC   =   Student Resource Center

4. Review Contact Type code (STVCTYP):

      Adding the following to PROD –

               ADA   =   UAA Departmental Advisor
               AHA   =   UAA AHAINA Advisor
               AFA   =   UAA Faculty Advisor
               ANA   =   UAA Native Student Advisor
               AAT   =   UAA Advising & Testing Advisor
               AHP   =   UAA Honors Program Advisor

5. Reviewed and approved the proposed Banner Security Class requests for Support Services Forms, Reports
& Validation Tables:

SI_Supp_Svcs_Adv_Cls:

This class is granted to users responsible for the maintenance of student
appointments. This will include advisors, faculty or department
administrative staff. Will require approval from supervisor and department
Chairperson or Dean.

MSX_SUPP_SVCS_ADV_C:
SOA2PPT (M)
SOR2PPT (M)
SOA2APT (M)
SOR2APT (M)

SI_Supp_Svcs_View_Adv_Cls:

This class is granted to users approved to view the student appointments including running the student appointment reports. These users will not be able to perform updates to these forms. Will require approval from supervisor and department Chairperson or Dean.

QSA_SUPP_SVCS_VIEW_ADV_C:
SOA2PPT (Q)
SOA2APT (Q)
SOR2PPT (M)
SOR2APT (M)

SI_Supp_Svcs_Comment_Cls:

This class is granted to users responsible for the maintenance of student appointment comments. This will not be assigned to student workers, but only to approved advisors, faculty or departmental administrative staff. Will require approval from supervisor and department Chairperson or Dean.

MSX_SUPP_SVCS_COMMENT_C:
SOA2CMT (M)
SOR2CMT (M)

SI_Supp_Svcs_View_Comment_Cls:

This class is granted to users approved to view the student appointment comments including running the student appointment comments report. These users will not be able to perform updates to the form. This will not be assigned to student workers, but only to approved advisors, faculty or departmental administrative staff. Will require approval from supervisor and department Chairperson or Dean.

QSA_SUPP_SVCS_VIEW_COMMENT_C:
SOA2CMT (Q)
SOR2CMT (M)

If any updates need to be added to the following validation tables, users will request that directly with the SW Programming staff. Add the following validation tables to:

MSX_SIS_MGR_C:
STVRSLT (M)
STV2ADM (M)

6. Other items:

Hoping by next meeting we can take one final look at the SOA2CMT form with the suggested updates and bless that for moving to PROD. Once that is done we can then work on the training aspect of the appointment & comment forms along with the various reports. The next project for the team would be to get the web versions of these forms into UAOnline for faculty and advisors to utilize.

7. Next meeting, April 5, 2005 at 11am.