Subject: Support Services Minutes
Date: April 5, 2005

Attendance: UAA – Patty, Marian
              MSC - Sandy
              SW – Patrick

1. Review SOR2CMT report task request:

   Changed parameters:
         04 =   no longer required

   Added parameters:
         09 =   Full Comment Text Y/N (if yes all comments printed, if no, only first 3
                 lines of each comment is reported.
         10 =   Sort order   1=Advisor/Student; 2=Student (in appt date time
                 descending order)

   Report was changed so most recent appointment comments are displayed first.

   Patty will make adjustments and submit to the BST this week.

2. Share security results to team:

   All security classes we requested were approved without a problem. The remaining two reports (once
   moved to PROD) will be placed in appropriate security class.

3. Status on SOR2APT (SW Programmers):

   Patrick mentioned that they are working on it.

4. Discuss training concepts

   A new security request form will need to be developed so we can obtain all the appropriate signatures
   needed to move the request through.

   Possibly begin training in June for the departmental advisors at UAA through a hands-on/discussion
   concept. Would be a good pilot group for our initial training phase. Could maybe look at later training
   in CAFÉ. Faculty off-contract in the Summer will be trained in early Fall before the semester starts.

5. Other

   Sandy was asking about when we would work on the other pieces of the support services forms.
   These were ones the team had initially reviewed. Patty said we really need to focus on a small portion
   of that as it can get out of hand real quick if we don't have the right interested parties involved in
   working through the process.

   Sandy mentioned for MSC the 'Early Alert System' would fit that suggestion as it is for a real small
   group of students
   Talked about the next phase of the appointment and comment forms going into UAOnline to faculty
   could do it through there versus logging into Banner. Everyone was in agreement to move towards that
   as our next project.

6. Next meeting, May 3rd at 11am.