Subject: Support Svcs Minutes
              April 18, 2006

Attendees: UAA-Patty; UAF-Sharon; UAA-Marian

1. Feedback from users utilizing forms and reports:

    Marian started utilizing it in March, like it very much. Sharon has not started yet. We are aware that
    MSC is using it heavily.

2. Status on Task Requests submitted:

    Patty mentioned that she is aware that the SW Programmers are starting to begin work on the
    submitted task requests and will let the team know when they are in LRGP for user testing.

3. Discussion on the use of 'Web for Prospective Students' to get new advisees (walk-ins) into Banner so
    appointment tracking can take place for these non-students:

    Team reviewed the current setup. The name of the prospect type is 'UAA Advising Start' and there was
    discussion about coming up with a better name, ie 'UAA New Student…..'. Patty mentioned that each
    campus will need to create there own prospect type, so UAF will have a UAF New Student… and UAS
    will have a UAS New Student…, etc. Team recommended that Date of Birth be required as that will
    help with not creating duplicate pidms. The address area of the form is a little confusing because some
    of the fields are 'required' but are not shown with the required '*' next to the field. Was determined that
    it was because of the foreign address not needing the same required fields as a US address. The
    student will be prompted if they do not fill out the fields needed. Marian asked whether a new element
    field in the address area could be used for 'International' in hopes that might eliminate the problem.
    Patty was going to check on that. (Note: Patty did verify with Darlene Hershberger and there is no
    additional element that can be added in the address area for International)

    Discussion about possibly having the advisor fill out the form on the web since there is really no userid
    or pin the student must remember and the advisors will input the information in the correct format
    needed. Marian was going to discuss this at their next advisor meeting to bring back input on this idea.

    Patty asked the team to go into https://bweb4prep.alaska.edu and utilize the prospect form and bring
    back any suggestions or recommendations at the next meeting.

4. Other:

    Discussed ways of getting more exposure to the new forms and reports. One suggestion was to have it
    in the 'New Faculty Orientation'. Marian will speak with Lauren Bruce on that idea. Another was to
    utilize CAFÉ.

    Marian mentioned that SOA2APT was not functioning correctly in regards to the ID of the student being
    brought in after a search is conducted. Mentioned it would give an error of 'Invalid ID', but in fact it was
    fine. This does not happen consistently. The work around was to simply back tab on the form and tab
    forward. She will write up the situation and submit it to Patty so we can have the programmers look to
    see if they can correct the problem.

    Patty mentioned that she will begin writing up a draft task request to get this functionality part of the
    'Faculty Web' component. She is hoping that she'll have something for the team at the next meeting.

5. Next meeting is set for May 30, 2006 at 11am.