

Subject: Support Svcs Minutes
May 30, 2006

Attendees: UAA-Patty; UAF-Sharon; MSC-Sandy

1. Feedback, suggestions or recommendations from reviewing the prospect form as a tool to enter new students into the system <https://bweb4prep.alaska.edu>:

- Suggest that the Prospect Type be called 'Pre-advising Prospect'.
- Patty will work on some draft wording for the 'Details'. Something like 'This is for prospective students who seek to make an advising appointment.....blah, blah, blah...'
- Each of these prospect types can have their own confirmation page, so we need to decide what to tell the student after they have completed and submitted the form, ie., We have received your information and will have your name entered into our system within 48 hours so an advisor can manage your appointments. Feel free to contact a University of Alaska Anchorage, MatSu, Kodiak, Kenai or PWSCC advisor at any time to make your appointmentblah, blah, blah....'
- UAF can copy what we set up for UAA if desired.

2. Task Requests - status

Need to finish testing the revised forms and reports in LRGP before Thursday as SW plans to clone Prod to LRGP next week and wants to be able to move these out of LRGP if possible. They have to all go as a package since they all had the 3 results codes added. Patty did testing and thought they could all be moved to PROD. Sandy mentioned that she thought SOR2APT was still having issues. Patty asked that everyone do some more testing.

3. Faculty Web component for appointment scheduling - status

Patty has not done any work on this. A couple of things mentioned was the special security authorization needed now for advisors who can utilize these new forms in Banner regarding whether that security plays a part in UAOnline? Meaning, if they did not get proper authorization, they should not see it as a menu option in the Faculty Web component. They should be able to view upcoming appointments and run the various appointment reports as in Banner.

4. Other: None

5. Next meeting is set for June 27, 2006 at 11am.