Subject: Support Services Minutes
Date: November 6, 2006

Attendance: UAA – Patty
             MSC – Sandy
             KOC – Jenny, Barb

1. Review of draft 'UAOnline Faculty Web Advising Appointment' screens. Patty will make the suggested changes below and send out the revisions before the next meeting.

Team reviewed and discussed the following –

Reviewed the 'Create a Student Advising Appointment' screen draft:
1) *Make the "From Time" and "To Time" fields accept non-military time;*
2) *If possible, have a calendar available to view for the "Date" field;*
3) *Add a "Time Conflict Override" capability on the appointment*

Reviewed the 'Update a Student Advising Appointment' screen draft:
1) *Appointments displayed would only be those with a 'Upcoming' appointment status;*
2) *Add a 'Comments' column to the display screen that if it has a 'X' displayed, that means there are comments made for this appointment;*
3) *Add the appointment 'Contact' to the display screen;*

Discussed the 'Review a Student's Advising Appointment History' screen concept:
1) *This should display ALL the student's appointments, regardless of which advisor they met with and regardless to the appointment status;*
2) *The display screen would look similar to the 'Update a Student Advising Appointment' display screen;*
3) *The advisor can click on any of the appointments to see the detail of the appointment and review comments if any exist;*
4) *No changes can be made here, it is just a viewing capability;*
5) *The display data should sort by the most current date/time order;*
6) *If it can sort by the various display field columns simply by the user clicking on that column header would be a nice feature. For example, if the column header of 'Contact' is clicked on, the appointments would resort by 'Contact' order.*

Discussed adding 'Review My Appointments' screen to list of choices:
1) *Should be able to call up appointments by date range (optional);*
2) *Will display ALL appointments for that advisor regardless of appointment status;*
3) *Should be able to update information on these appointments;*

2. Next meeting is December 5, 2006.