Subject: Support Services Minutes
Date: December 12, 2007

Attendees: UAA – Patty, Brian, Marian
                MSC – Sandy
                KOC - Jenny

1. Result Code (STVRSLT) discussion items:

    a. Suggestion to remove 'ACAD – Academic Difficulty' from this table and move it to the Purpose (STV2PUR) table. Adding the new code to STV2PUR has been accomplished, but it has not been removed from STVRSLT because we have 336 individual students who have already need given the ACAD result.

    Solution – change description for ACAD to be 'Do Not Use–Acad Difficulty'

    b. Change the description for 'APL – Academic Appeal Letter' to Academic Petition'. The issue is we have 65 individual students who have already been given the APL result, would changing the description make a difference?.

    Solution – change description for APL to be 'Academic Appeal/Petition'

    c. Suggestion to add 'Academic Advising' to the table. There was concern to that as it was too broad of an interpretation and therefore the other suggestion was to add 'Course Planning' instead. The only question I would have is if there is a difference between Program Planning and Course Planning on this same table.

    Solution – Marian Mitchell will ask Jennifer Vancil (who made this recommendation) if she saw any difference between 'Program Planning' and 'Course Planning'. Marian believes the existing 'Program Planning' would be fine.

2. Purpose Code (STV2PUR) discussion items:

    a. There is a question about the difference between the existing code of 'S-Semester Course Planning' and 'T-Term Course Planning' and why we have both on the table. Besides that question, we also have 92 individual students who have already been given the 'S' code, and 2080 individual students given the 'T' code.

    Solution – Change description for 'S' code to be: 'Do Not Use-Sem Crs Plan'

    b. Suggestion to remove 'P-Program Planning' from this table and move it to the Result (STVRSLT) table. Adding the new code to STVRSLT has been accomplished, but it has not been removed from the STV2PUR because we

have 3894 individual students who have already been given the 'P' purpose code.

Solution – *No changes made. Program Planning can also be a 'Purpose' and 'Result'.*

3. Updating SOR2APT and SOR2PPT reports possibly needs done now that new codes have been added for use.

Patty had run the reports before the meeting and they back page report legends are reflecting correctly the new codes as they are utilized and attached to students. No changes need to be requested.

4. Feedback on Testing the UA Faculty Services Online Appointment Screens (see attached from UAA College of Educ). Any other testing feedback?

- Having to choose a term before you can search to find a student – Patty will check with Patrick Tilsworth about this issue. It had been brought up previously to Ian who was working on this project.

- How do you clear the student you just selected so you can choose another one? Maybe have an 'Enter New' button added?

- Received a message of 'Advisor: Name Not Found for PIDM'. Not sure why it did not recognize the Advisor since they were the ones that signed into the system initially?

- If entering an appointment date could it simply default to today's date vs having us enter in today's date? From there, if the date needs to be changed, it can be.

- If we have the Dept and College tied to SIAINST where advisors are added into Banner, could those pre-populate on these appointment forms vs having the advisor/faculty enter them manually?

- Concern that the department dropdown choices are displaying older and other campus departments rather than the most current. Discussed what options we might have; creating new table; adding a field to existing tables so we can mark the most current. There may be some ramification to not displaying from existing table as it is tied to student academic records, etc.

- Was never able to get into 'Review my advisor Appointments'.

Patty suggested our next meeting will be working as a group and going over the new screen in UAOnline Faculty Services. Brian suggested trying it out in Illuminate and Patty will investigate if that can be done. We will plan to do this towards the end of January 2008.

5. Other item – Security Class

   Brian Brubaker would like to see a simpler or more efficient process to getting advisors approved to utilize this feature in UAOnline Faculty Services. Many are initially tagged as advisors or faculty on SIAINST which enables depts. to assign individual students to these advisors or attach them to courses being taught in a semester. This is generally handled by the Registrars office. If they are also to
be   *allowed to utilize the new advising appointment screens, they must fill out a Banner Security form and get the dean level to sign-off before access is granted. Patty mentioned there is a security issue that currently exists that we would need to try and rectify. That is once an advisor or faculty person is 'Terminated' from employment or moves to another type of job within the University, that we have a way of removing this access. More discussion on this topic will take place.*

6. Next meeting planned for January 30, 2008.