

Subject: Support Services Minutes  
Date: June 30, 2009

Attendees: Patty Itchoak, Jenny Myrick, Colleen Abrams, Jan Vohden,  
Brian Brubaker and Barb Hegel

I. Review 'Draft' report on items that need to be addressed on the new  
UAOnline Student Appointment/Comment screens.

The team went through the entire document. Below are just some items covered. Patty will revise the report with all the corrections and get that back out to the team for approval to submit to SW Programmers:

- Utilizing STVDEPT and its VR Msg No field to help identify those codes that will be in the drop down menu for the Advisor Department field on the screens.
- Utilizing STVCOLL and its VR Msg No field to help identify those codes that will be in the drop down menu for the Advisor College field on the screens.
- Made the 'Contact' field NOT required.
- Will create a web page that will contain the 'Legend' of code interpretations
- Modified how access to these forms on UAOnline will be handled.
- Identified some areas where the functionality was not working correctly and needed to be addressed.

II. List of Colleges for new STV2COL table:

It was determined that we will not create a new table but utilize the existing STVCOLL table and its VR Msg No field to identify which college codes will be displayed in the drop down menu for the Advisor College field on this screen.

III. List of Departments for new STV2DPT table:

It was determined that we will not create a new table but utilize the existing STVDEPT table and its VR Msg No field to identify which department codes will be displayed in the drop down menu for the Advisor Department field on this screen.

IV. Other:

- **Revising how security will be granted for utilizing these screen on UAOnline:**

The team is electing to change how faculty and advisors will be granted access to these forms in UAOnline. They only need to be flagged as an 'Active' faculty or advisor on SIAINST. That will grant them access to the 'Faculty Services' menu on UAOnline and that is where these new screens will be located. This change does not effect how we currently grant access to faculty or advisors who want to use the BANNER forms.

- **Contact Type listing for 'Legend'**

We made this field as NOT required and we will not be creating a new table to try and eliminate the choices to utilize in the drop down menu for the Contact field on these screens. We will create the 'Legend' that will display the ones most commonly in use. Currently those are:

AAT	-	UAA Advising & Testing Advisor
ACA	-	UAA College Advisor
ADA	-	UAA Departmental Advisor
AHP	-	UAA Honors Program Advisor
BBC	-	Bristol Bay Campus
DCA	-	Kodiak College Advisor
MCA	-	Mat-Su College Advisor
WCI	-	Walk or Call In

**Action Item for Team:** Review the existing codes on STVCTYP and find other potential 'Contacts' we might want to list in our 'Legend'. Send those to Patty at [anpki@uaa.alaska.edu](mailto:anpki@uaa.alaska.edu)

V. Next meeting July 14, 2009 at 11am

VI. Meeting adjourned.