

Support Services Minutes
February 14, 2012

Attendees: Patty (UAA), Linda (UAF), Sarah (UAF), Jane (SW)

1. Feedback on testing:

Linda reported that the new information we had added to the form relating to the students' major, concentration, minor, degree and campus were not populating. Some links were also missing from the bottom of the detail screen.

We will get that reported and Patty is asking the team to do their final review after those issues are corrected so we can proceed with asking for the new screens to get moved to PROD by mid-late March.

2. Discussion on security and how accessing these forms in UAOnline will be handled:

The idea of expanding this out to appropriate faculty/advisors who handle advising of students was discussed. The proposal is that the user should have the following three items in place in order to have access to view or make advising appointments in UAOnline:

- a) A current FERPA certificate must be completed if one has not been done in the last year. That information will be recorded on PPACERT and set with a 1-year expiration date. When that FERPA certificate expires on PPACERT, the user will need to submit a new one to continue to have access.
- b) The user must also have an active Faculty or Advisor flag on SIAINST.
- c) The user must complete an Advising Appointment on-line training. This on-line training will be developed by Charese who works in Patty's office. That on-line training when completed will send a message to a designated person who will then record on PPACERT that the training has been complete.

Jane Vohden will verify if this security method will work. The idea is that if the person is missing any of these 3 items, when they click on 'Create/Change Student Advising Appointment / Comments', they will get a message like, *'You do not have the appropriate security to access this area. Please contact your campus Banner Student Security Coordinator on what is required.'*

3. Review of College, Department and Contact lists:

There are a number of existing advising appointments that have used a department code that has 'Subject Only' in its description, ie:

Airfram & Powerplant Subj Only
Applied Business Subj Only

Patty will make a list of these and ask the Catalog/Scheduling Workteam if they have any problem with us dropping the 'Subj Only' reference in the department description.

Patty will work on coding what we have already identified as College, Department and Contacts appropriately on the validation tables in LRGP and PROD. Any new ones identified will be handled appropriately.

4. Review of Purpose and Result Code Definitions:

This has been tabled for our next meeting on 3/13 in hopes that we will have more members in attendance. Patty will send out what Linda from UAF pulled together as a draft that we can work with.

5. Other items:

Referral Codes – Linda from UAF mentioned the desire to have referral codes tied to certain result codes by way of a dropdown list. Team needs to have further discussion on this and how we might be able to accommodate this without impacting the view of information on UAOnline (ie., we don't want the user to have to scroll to the right to see this type of information).

Extending UAOnline time out functionality – There is desire to seek if we can get UAOnline's current ½ time out to get extended to either 1 hour or at least to 45 minutes. Patty will put that forward at this weeks' BST.

Link to calendar – Linda from UAF mentioned that google calendar now has an appointment slot where students can set up an appointment with another person. She is trying to figure out how it works, but the desire is to continue working towards this endeavor of having the advising appointment screens linking in with the advisors calendar.

6. Meeting Adjourned – meet next on March 13th at 11am.