Support Services Minutes
April 10, 2012

Attendees: Patty (UAA), Linda H (UAF), Linda Y (UAF), Brian Brubaker (UAA)

I.   Status on tutorial updates requested for the Advising Appt:

Updates were completed, team has reviewed the latest version and it is approved to move forward.

II.   Review of messages to users that attempt to access the advising appointment screens that are missing any of the three elements needed.

a) Missing FERPA – approved
b) Missing Advising Appointment training – needs updated to:

Users must complete Advising Appointment training before creating new appointments. After you have completed the tutorial, you will be contacted via email by your Banner Student Security Coordinator when your access has been granted. Click here to being the tutorial.

c) Missing active faculty or advisor flag on SIAINST – approved

III.   After we move functionality to PROD – How are the campuses going to roll out the information that this is available?

UAF – plans to start training with it and will announce it on a listserv that their advisors and faculty use

UAA – will inform the advisor group

IV.   Discuss Phase II items:

a) Advising Appointment Proxy – Banner is coming out with a functionality called 'Proxy Access' that could work for this endeavor. We need to be on Banner 8.5, Banner General 8.5, Banner Web General 8.5 and Banner Web Tailor 8.5.

In checking with Statewide, we are currently on:

Banner 8.5.3   Web General 8.4
General 8.4.1   Web Tailor 8.4.1

b) Referrals – this is where if we choose 'referral', we have a drop down choice of what those could be
c) Advisor College & Department auto-populate – this is where we want to have the college and department attached to the advisor from SIAINST to auto-populate those like fields on the appointment screen

d) Show date appointment was made
e) If Proxy gets used – who Proxy was
f) Build Status & Advising Method definitions
g) DegreeWorks & Advising Appointment Comments – explore if comments made in DW can be indicated as present on the advising appointment screens and vice versa – OR provide a better explanation to the advisor as to when to use the comments in DW compared to the Adv Appt comment screen.
h) Display in top portion of appointment screen who the student's advisor is and what campus their advisor is from.

V.   Going live date?

Two items need fixed:

1) Add 'Advisee Listing' to the Create or Change an Advising Appointment screen
2) Link in the new tutorial to the page that will display if the user has yet to complete the online training

Once those are done, we should be ready to move to PROD this week.

VI.   Other items:

There were some questions on whether 'Schedule Change' and 'Test' should be listed as advising methods. Patty will find how many appts have these tied to them so we can begin some discussion.

There was a question on whether 'Walk or Call In' should be listed as a Contact. Patty will find how many appts have these tied to them so we can begin some discussion.

Lots of discussion on what is the difference between the comments area in DegreeWorks compared to the comment area now linked with these advising appointments. Not clear as to when you would use one versus the other. May want to have some discussion with the registrars on how best to look at these and how we might either connect them to one another.

VII.   Next meeting May 8 @ 11am.