Support Services Minutes
June 12, 2012

Attendees: Patty (UAA), Linda Y (UAF), Sarah (UAF), Sandy (MSC), Russell (SW)

1. Use of 'Schedule Change' and 'Test' for advising methods

   - Agreed that 'Schedule Change' will have its description updated to include the words <u>Do Not Use</u> (Note: the Do Not Use has been done in Banner PROD). Patty will also write up a Task Request that will be directing the UAOnline Appt Screens to not display that choice based on the activity date we have coded on the validation table STV2ADM.
   - Tabling action on 'Test' – Sandy wants to first talk with her area first. She will respond by email to team. If found that we no longer want it used, we will do the same method of approach as being done for 'Schedule Change'.

2. Should 'Walk or Call In' be listed as a Contact

   - No action needed – this was already set to not display on the UAOnline appointment forms. Users should use one of the Advising Methods available of Phone or Walk-In.

3. Adding new Purpose and Result codes to "Appt Purpose Result Algorithm"

   - Linda was tasked to review the existing algorithm and ensure that all existing purpose and result codes were included. She will email the team with the updates for approval. From there we will request that the algorithm get updated in UAOnline.
   - Linda will also bring forward new purpose and result codes for discussion with the team on whether there is agreement to get them added.

4. Determine Phase II items we want to tackle next

   The team determined the following priority order of Phase II items to be done:

   1. Advisor College & Department auto-populating from the SIAINST form in Banner
   2. Display in top portion of appointment screen who the student's advisor is and what campus their advisor is from
   3. Show date appointment was made
   4. DegreeWorks & Advising Appointment Comments (Since these are two separate systems, a suggestion was to use some type of check-box to indicate from the UAOnline appt screens that comments/plans were made in DW. Look to see if the same type of thing can happen within DW.)
   5. Student is emailed with appointment notification
   6. Referrals
   7. Advising Appointment Proxy (Suggestion that it might be easier to set up something in UAOnline with a drop-down menu that a person can utilize to conduct this type of proxy input for an advisor)
   8. Outlook/Google calendaring syncing

5. Meeting adjourned – Next meeting is on July 10th at 11am.