Support Services Minutes
August 14, 2012

Attendees: Patty Itchoak (UAA), Linda Hapsmith (UAF), Sandy Gravley (MSC), Barb Hegel (UAS), Linda Hernandez (UAA), Brian Brubaker (UAA-COE), John Osborne (SW OnBase System Admin)

1. Status on review of the Purpose and Result algorithm (Linda)

   - Linda sent out the most recent algorithm to the team before the start of this meeting. This algorithm is to be used only as a guide to assist an advisor so they can see how the various purpose and result codes can be tied together when they fill out their advising appointment information on UAOnline.

     Team Action Item: Team members are to review it and determine if anything needs to be added. If no updates are required, we will make sure this latest version is the one displayed within UAOnline.

2. New purpose and result code proposals for discussion (Linda)

   - This was already done from previous meetings and Linda believes the ones that she was interested in have already been added. Reminder that if any new purpose or result codes are needed, they should be run through this team first for final approval.

3. Status on if MSC is using the 'TEST' advising method (Sandy)

   - No, they are not. We will change the description to ready 'Do Not Use'.

4. Status on Task Request to have advising methods we determine as 'Do not use' not being displayed in the dropdown menu choices in UAOnline Adv Appt Screens (Patty)

   - This TR was reviewed and approved to move forward to the BST.

5. Status on Task Request to have the Advisor College and Department to auto-populate from the SIAINST form (Patty)

   - This TR was reviewed and approved to move forward to the BST.

6. Discussion regarding OnBase:

   - Determined that there is interest from academic 'advising' areas within departments to use OnBase.
   - Some forms they collect or maintain may be duplicates to what is already collected from admissions.
   - Since this work team has been instrumental in getting the UAOnline Advising screens and forms created in Banner/UAOnline, it may make sense to have this team work with our advising areas and help get them to the next level of getting their advising documents into OnBase.
   - Licensing costs as of today (subject to change):

License	Cost
Named User	$500
Concurrent User	$1200
Disconnected Scanning	$2000
Workflow Named User	$500
Workflow Concurrent User	$1000

<u>Questions we have are:</u>

- Who is going to manage these areas of responsibility when it comes to validating, testing of OnBase upgrades?
- Procedurally – how will it work if an advising department does want to come on board with OnBase? Recommended to John Osborne to bring this up to OGIT (OnBase Governance Implementation Team) to get some guidance.

<u>Documents we came up with that an advising department might have on students:</u>

Tuition Awards	Advising Letter (Correspondence)
Teach Out Letter (Correspondence)	Academic Planner
Internship Agreement	Course Completion Contract
Contract for Incomplete Grades	Copies of certificates for prereqs of courses
Old check sheets/degree audit before DW	Log Sheets
Probation Letter	Dean's List
Communications	Compliance Forms (Athletes)
Certification (Athletes)	Immunization Forms

7. Meeting adjourned – next meeting is set for September 11th.