

Support Services Minutes  
November 13, 2012

Attendees: Patty Itchoak (UAA), Sarah Smith (UAF), Sandy Gravley (MSC),  
Brian Brubaker (UAA), Russell Gillmore (EAS)

1. Status on TR – Advising Appt Not Displaying “Do Not Use’ Advising Methods

This was an approved TR on 8/16/2013 at the BST;  
It is now one of the Top 15 TRs in the programmer’s priority list;  
It has not yet been assigned to a programmer to work on;  
Russell mentioned that he would probably be the one to work on it

2. Status on TR – Advising Appt Pulling in College/Dept Data in from SIAINST

This was an approved TR on 8/16/2013 at the BST;  
It is now one of the Top 15 TRs in the programmer’s priority list;  
It was assigned to a programmer on 9/26/2013;  
Russell mentioned that this should already be working and in place in Production – that he was able to sneak in this update during the last modifications to the advising appointment screen back a few months ago. Team should test this in PROD to see if it is working as expected and report issues back to [SDSIT@email.alaska.edu](mailto:SDSIT@email.alaska.edu), attention Russell.

3. Banner Face-to-Face Meeting in February 2013 in Anchorage

We need to determine if having this team come together for the BF2F in February is warranted. The team has never done the BF2F. Agenda items need to be identified.

One agenda items was:

Discussion on what steps we need to move OnBase to Academic Advising Departments within the colleges.

Patty will send out a message to the list serve to solicit more ideas and we can firm up at our next meeting on December 11<sup>th</sup> whether we should be getting the team together for BF2F.

4. Prospective students coming in for advising or placement testing – able to find UAID quicker

Patty informed the team that a 7-day delay in users that fill out a web for prospect form that are designed to get the person a UAID for advising appointment, placement test or early ACCUPLACER testing for the Tech Prep students has been corrected. It should now be 24 hours from the time they submit the application.

5. Other

The topic of OnBase for Academic Advising Departments was discussed:

- Questions on how to move forward with this endeavor and what the costs are still needs to be addressed so departments would know what to expect;
- Patty mentioned that John Osborne (SW OnBase Administrator) sent a message indicating he is writing up a 'draft' guideline that will be discussed at the upcoming OGIT meeting (OnBase Governance Implementation Team) – she will ask that costs be included in that document;
- UAA is in the process of interviewing candidates for their OnBase Administrator – this person could be an important key to helping move this project forward;
- Patty will talk with Mike Smith who is a member of UAA's Advising Team to see if we can solicit their feedback on their interest level with moving the documents they manage for advising into OnBase.
- We don't need to have a workflow developed in OnBase, could be just a place to store these documents;
- Security groups, retention schedule and the document types that need to be created would need to be detailed out when we start movement of this project.
- Patty mentioned that it would appear that this group would have to champion this endeavor.

6. Next meeting December 11, 2013.