Support Services Minutes
December 11, 2012

Attendees: Patty Itchoak (UAA), Linda Hapsmith (UAF), Brian Brubaker (UAA)

1. Banner Face-2-Face Meeting in Anchorage – determine day/time/agenda items

    Day: February 26, 2013
    Time: 1-5pm
    Location: TBA

    Agenda Items

    - Review Advising Appt usage reports
      - Look over usage
      - Determine if modifications of data supplied in reports is sufficient
      - Discuss if a TOAD query need to be developed, drafting out needed data for it to pull
    - Review Task Requests for Phase II Projects
      - Status on those in programmers queue
      - Write up new one for 'Referral' dropdown menu
      - Write up new one for 'Student is emailed with appointment notification'
      - Write up new one for 'Showing date appointment was made'
    - Discuss Student Photos to be added to Banner and UAOnline Advising Appt Forms
    - Discuss and possibly draft a Student Profiles screen on Banner/UAOnline and what data we want to see.
    - Discuss the concept of having the advising appointments provide prior majors the student was tied with so advisors can see their movement. I.E., comments made back 6 months were tied to the student when they were a MATH major and may not have any relevance with their current major of HIST. Mock-up a screen and possibly write a new Task Request.
    - Appointing new 'Lead' for team since Patty will be retiring in March 2013

    Patty mentioned that travel for campus Enrollment Services staff is partially subsidized at 50% by the Office of Student and Enrollment Services at the system office, and is subject to available funding. Space is limited. Any department other than Enrollment Services that wishes to attend at their own expense is welcome to register for this event.

2. Other

    Linda from UAF was talking about a major code 'NODQ' that is used by UAF for their students who are disqualified and are put into a non-degree seeking status. The NODQ displays as DQ/Non-Degree Seeking in the student's major description. She was under the impression that the advising appointment screens on UAOnline were just displaying the generic description of Non-Degree Seeking. She was thinking that if the correct description were to display, that

would be good for the advisors working with these students. Patty mentioned she would forward this comment up to the Registrar's so they can have discussion.

Note: Patty did test if NODQ was in fact showing the correct major description on UAOnline and it is.

3. Next Meeting is January 8, 2013 at 11am.