

**UA TRANSFER CREDIT WORK TEAM
AGENDA**

Wednesday, April 3, 2013 ~ 2:00-3:00 p.m.

Dial in Number: 1-800-893-8850

Participant PIN: 6384 637

Attendees: UAF – Caty, Amy, Crystal, Libby, John
UAS – Trisha, Barbara
UAA – Craig, Lindsey, Lora, Sarah, Shannon
UA Statewide – Jane, Cindy, Matt Chandler, John Osborne, Mary Gower
(Russ O’Hare joined later)

Tricia requests add purge TR to agenda. Caty requests do XML mapping and TC WT items first, then address rest of TCCI agenda items as time permits.

1. TCCI

- a. **XML mapping** with Matt Chandler (need to finish process we were working on last Friday, March 29th)

Resume discussion of Attendance Period Number (top block in SHATRNS) Craig – can we create a new attendance period for additional work for a student. Crystal – confirms that’s where the discussion was. Cindy/Matt Here are the keywords, here where they go in Banner, here are the issues that we foresee. Whatever format Matt comes up with (spreadsheet, etc) Mark ‘not using’ on those. Out by Friday for team’s input.

From Cindy:

- b. **Vendor access to LRGP:** need to decide what to do about LRGP AD Transcript document type - do we purge LRGP of everything except redacted TCCI samples? What are risks associated with this? What is process for doing this, and how long does it take? Does it require anyone other than OnBase admin resources (e.g., dba)?

Vendors HAVE access to LRGP they are restricted to AD Transcript (college) (Matt confirms) Lora thinks this is not a problem they are vendors with legitimate access no FERPA conflict. Caty agrees.

- c. **Sample transcripts for templates and testing:**
Need to scan/redact UAF transcripts
Need to group/organize all sample transcripts?
Need to make sure vendor has access to sample transcripts.

Cindy – how to find these in LRGP. Craig sent list and we will mimic that format and include batch numbers. Crystal – how should they be scanned? Normally they would be separated by person. UAA scanned all their sample transcripts into three batches in LRGP. Each batch has 200+ transcripts and contains multiple examples of each institution as well as multiple student transcripts. Tricia – scan in one batch; separate once they upload? Docs are indexed but not committed. Lora – do they need to be separately scanned? Cindy- thinks they do need to be separated. Barb – send them email and ask if they can deal with this as is? Caty confirmed. Cindy is emailing Hyland.

d. **Need to identify transcript test cases:**

No Banner ID
Multi-page/single page
"Special Courses"
Additional work

Cindy – team will need to identify potential problems in how transcripts scan, how they load. Questions send to Cindy and Mary (google doc?) for a master list of questions/issues. Cindy – questions for Hyland, Hyland has a spreadsheet of action items. Craig: UAA is not on Google mail or docs. Mary will get them set up with the .alaska.edu addresses (send her a list of who wants it) – same for UAS. Russ @ Hyland sent out doc right after Monday check-in meeting. Cindy forwarded it to group.

e. **Need to identify potential errors in Banner loads**

***single row for each error (this means possibly multiple rows for each transcript?)*

A suggestion was made to perhaps design the error message to be scalable, so that each msg returns to OnBase:

(1) identifying data for transcript that didn't load - BannerID, RecCampus, etc.

(2) OnBase Keyword(s) associated with load failure,

(3) canned text explaining error (including associated field/screen in Banner?)

If the canned text is in a lookup table (per Jane's suggestion), then perhaps we don't need to identify up front all the potential errors - just enough to test the functionality of the error message creation/delivery in Banner, and the associated OnBase receipt/response. As new errors types are encountered, ideally they should be able to be added to the lookup table relatively seamlessly (this is a Matt/Jane question)

An update to yesterday's meeting:

Matt and I discussed the table idea for error messages and have removed it from the plan. The coding he is doing is in a c program; not in a sql package; therefore changes to the code can be done faster. Creating a new table to store the error messages in would require more work on Matt's part and because changes can be made quickly to the code - we decided that a new table would not be more efficient but would instead be added scope creep that this project cannot afford.

Please let me know if you have any questions about this decision.

Thanks. - Jane

Cindy- List of potential error messages. Approach in shell way. Errors between XML and BANNER. Caty: Error list from University of Alabama (student not found in Banner; course already in Banner, etc.). Craig: use Alabama's errors for the shell. Those are what we will encounter. It's a plan.

f. **Training setup at each MAU**

IT coordination (for consultant network & OnBase access)

OnBase coordination (for access)?

Training room setup

Scanners

Attendees

additional?

Cindy – different MAU's, different IT units. John O- who needs advance capture security class at each MAU? Most should already be there. UAS will need to set this up and do it as a group (Trisha is contact). UAA- Send info to Lindsey and they will arrange for UAA. Crystal (UAF) we will use Statewide lab. John will coordinate contact w/Crystal. Training with Hyland: UAS May16, UAA May 17, UAF May 20, Statewide May 21. John O will send out details what security class you need to have, what kind of scanner, access to LRGP, etc. Cindy- will vendors be able to log in/anything IT need done for them? Russ and Dave (2 people from Hyland) plus John O will be traveling to MAUs. Contract says they will train up to 10 people per MAU.

2. TR #173 Revision (adding level to OnBase autofill for TCCI project) – need approvals so we can send it to the BST. (See attachment)

John Osborne will provide a draft of the associated OnBase process request that needs to be approved by our team before going to the OnBase team for approval.

Caty: response needed by end of week. UAA approves (Craig) UAS: Barbara approves – they have a different process so they won't be affected by this. UAF approves (Caty). OnBase process also approved by UAA, UAS, and UAF. John O. keep PR 142 addendum as a 'living doc' so as to streamline future revisions without having to create a new revision doc. Determined that TR 173 does not need to go to BST for approval.

Tricia: Question about the **status of TR 104 purge process** to refine the purge process UAA used to also eliminate the "shadow" data in SHATATR as well as SHATATC. Matt has not yet begun this, but says it wouldn't take long (no promises). This will likely take second priority to the current TCCI project.

3. Do we need to add an institution code (or codes) for the Joint Services Transcript (JST)? If so, do we need to add more than one code in order to distinguish between branches of service?

UAA will stick with ACE codes. UAS wants to stick with AARTS and SMARTS codes and not add a new code. OK with UAF if we do not create new JST institution codes.

4. Any questions for UAA regarding their Banner extract to TES? (See Craig's attached report)

Not yet.

5. Next meeting is April 17, from 2:00-3:00 p.m.

Questions for Hyland after we see Russ's spreadsheet should be sent to the TCCI list. Cindy will consolidate and forward to Hyland. Have them out to the list by noon Friday latest. **April 15th is next check in call with Hyland.**

Transfer Team **Banner task requests (TR's)** at

http://vole.sw.alaska.edu/login.action;jsessionid=751A38B929DFA6302923FA831F5FE9A8?os_destination=%2Fdisplay%2FTASKS%2FEAS%2BTask%2BRequests

- **TR 106** – Transfer Credit Import (Medium Priority)
Not being worked on yet
- **TR 143** – Transfer Credit Equivalency Report – Move 'Total Credits Accepted'
Not being worked on yet
- **TR 173** – TCCI (High Priority)
PENDING – revision needs approval from all MAU's and then it needs to be submitted to the BST for approval.

TRANSFER CREDIT REFERENCE INFORMATION: UA Board of Regents (BOR) Policy 10.04 (especially 10.04.060 through 10.04.070) regarding transfer credit is located at: <http://www.alaska.edu/bor/policy-regulations/>
