

**BST Minutes for Date: 9/7/06**  
**1:30 pm-3:00 pm**

**AUDIO INFO! Phone: 1-800-893-8850; meeting #: 2967390**

(In Fairbanks: Butrovich Room 102)

Note-taker: UAA

Attendees: Mary, Alycia, Mike, Libby, Jenny, Sandy, Tim, Colleen, Brigitta, Tamara, JJ, Patty, Charese

**Date            Campus**

~~7-13-06~~      UA  
~~7-27-06~~      UAA  
~~8-10-06~~      UAF  
~~8-24-06~~      Canceled  
~~9-7-06~~        UAA  
9-21-06        UA  
10-5-06        UAS

**Additional items to agenda?**

1)      Reports

Course Schedule & Catalog – meeting next week

Registration & Add/Drop – meeting next week

Academic History – meeting soon

Admissions – meeting next Monday

Recruitment – nr

Fee Payment – nr

CAPP – nr

Security – nr

Housing – nr

Transfer – nr

Financial Aid – nr

Imaging – meeting next week with Matrix to discuss disk mount & EDIR/OnBase issues

BPA/Workflow – meeting September 19, 2006

Student Support Services – nr

MyUA (<http://www.alaska.edu/its/projects/MyUA/>) – nr

BCT – added 'Pref Name' data entry form in UAOnline; sending out list of RPTS tables that will be impacted by the upgrade; if we know we need Banner up on a Sunday, get it on the planning calendar – contact Mary Gower and she'll get it added.

Military (CTAM) – nr

Duplicate ID – meeting next week

Clone – **Future dates October 30, and (Tentative) December 4** - change of clone dates agreed upon by the BST today as January, May and September

2) Known system down time? - nr

3) Patrick/JJ: - email program has been modified, UAF is using the new version (UAA & UAS are not yet). The new program corrects the load problem they were having and only updates changes.

4) Requests: Approved (see below)

5) Other items? –

- The Business Council is wanted resolution to the Data Browser situation in that we find a replacement software for this product. They want a report by October 11, 2006;
- Runner Technology is being looked at for the product we would purchase to cleanup addresses. Mary will be setting up a meeting with Runner Technology prior to the final decision to purchase it or not. Patty asked about whether it cleans up email addresses. According to what Mary sees in the brochure, it does but will check to see if that is part of the initial package or if it is an extra cost;
- Finance will have electronic bills by December or February;
- The 10/31/06 PROD target for housing may need to be moved – discussion is taking place with ITS
- Becky Norris from UAF will be leaving, her last day is September 15, 2006.
- Summer closing freeze is September 11; Fall opening freeze is September 21.

## Task Request

### **From Patty (Student Support Services): - APPROVED**

Requesting to add a Student ID parameter to the SOR2APT and SOR2PPT processes

2 task requests attached:

SOR2APT Student ID TR.doc

SOR2PPT Student ID TR.doc

## Other Items

### **From Mike E:**

adding the new ethnicity codes to the STVETHN table – UAF has started to use 6 new mix ethnic codes that were available in last year's census on their application for admission forms. He would like to get the new codes added to the ethnicity validation table as students are beginning to utilize them. He sent a list to the BST before the meeting that JJ will take up to HR for review so she can get the codes added to the system hopefully by next week.

### **From Mary:**

Attached is the draft email account duration memo for discussion/edits at the Sept 7th BST.

For those that were not at the BST where this was previously discussed, our plan is to send the final version of this memo to the Student Services Council (SSC). Upon their approval, the SSC (via Saichi) will bring it to the Information Technology Council (ITC). – team discussed that we put an implementation date of March 1, 2007 on the document; change the email accounts for enrollment to be one or more classes vs credits so students taking non-credit/ceu courses will also get an email. Mary will make the suggested changes and send back to the team for final review and approval.

### **From Mary:**

Background - I've held two meetings with an IT tag team focused on this issue, we're at the point to collect and evaluate the potential solutions, then make a decision. The attached draft memo is to capture our general requirements for the system. There are a couple of statements in here that have additional background, so if you have any questions, please bring them up at the next BST and I'll explain.

I'd like your feedback - is the info in this memo accurate and complete? If not, please bring suggestions on what to add/change. – Minimal changes were discussed. Mary has asked that we send any final changes to her by September 11<sup>th</sup>.