

Catalog/Schedule Work Team Minutes for October 28, 2004

Group: Catalog/Schedule Work Team

Date: October 28, 2004 10:30 am – 12 noon

Attendees:

Mat-Su – Cheryl Page
SW – Janet Johnson, Pat Tilsworth
UAA - Linda Kay Davis, Mary Howard, Patty Itchoak, Kathleen Murphy, Kelly Poston
UAF- Colleen Abrams, Mae Delcastillo
UAS - Jan Crichton

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Agenda:

Task requests:

Status

Cloning the SSASYLB for departments to update

Cloning the SCASYLB for departments to update

- Is in the queue but is not currently being worked on.
- Lists of all current requests should be available at the next BST meeting

Continued discussion

Changes to the faculty syllabus pages on the web (see attached)

- Still needs testing. Will do this at a session on November 5th, 9 am – 10 am

Long field update process (see attached)

. Decision from last meeting:

- . The programmers will insert a line break where each xx# is found. Thank you very much for that assistance.
- . Institutions and campuses are to get their special needs to Colleen as soon as possible so the task request can be updated.
- . Can be run daily
 - UAA and possibly PWSCC will need some literals inserted for some of the style tags. They will get that information to me by Friday.
 - Update the task request with the specifics, forward it to the work team and to Saichi for inclusion in the BST agenda for November 4th.

Activating department codes for selection in the Dynamic Catalog option on UAOnline – See the valid codes that are listed at the bottom of this document. (Can be found on the student menu in Records as Dynamic Course Catalog – please review before the meeting if possible)

- Decided to turn off the department search option on the Dynamic Catalog instead of working with this table. Most of the reason being that people do not know the department name and the table does not show institution affiliations for each department.

Conversion of existing Schedule Type and Attendance Method codes.

Documents supporting this are attached:

Schedule_obsolete_attn_sched_cnts.xls (contains the various combinations of obsolete codes and a recommendation and/or comments about conversion)

Below are lists of the new Instructional Method Codes, the current and new codes for both Attendance method and Schedule Type.

- Suggested that we review the codes in the instructional method table to minimize keystrokes. Will do this on November 5th.
- Some discussion of using current attendance method codes in instructional method.
- Question about including Developmental Ed in Attendance Method.
- Will look at the conversion spreadsheet at our next meeting on November 11th.
- Some discussion of not converting at all but looking at developing methodology for using schedule type/instructional method/accounting attendance method for fall, 2005.

- UAA needs to have a BLEND code add to GTVINSM for courses that include lecture, lab, fieldwork, web and classroom.
- Will continue discussions and when close to final will take it to institutional research to be sure they understand what we are proposing and so we can have an agreement so reporting is done correctly.

Dynamic Schedule on UAOnline

- Turned on selection options Schedule Type, Level and Course Attribute on SOATERM for 200501, now that the codes have been moved from LRGP to PROD. Thank you, Janet.

Registration dates on Dynamic Schedule

- Not a Catalog/Schedule work team item

Next meeting: Date and topics

- November 5th – 9 am til 10 am – Faculty Services Syllabus functionality and GTVINSM table values
- November 11th – 10:30 am til noon – Conversion of schedule type/accounting attendance method into schedule type/instructional method/accounting attendance method.

Colleen