Catalog/Schedule Work Team Agenda for March 3, 2005

Group: Catalog/Schedule Work Team

Topic: Work Team Meeting

Date: March 3, 2005 10:30 am – 12 noon

Attendees: Colleen Abrams, Jan Crichton, Linda Davis, Mae DelCastillo, Shari George, Mary Howard, Patty Itchoak, Cindy Johnson, Kathleen Murphy, Cheryl Page, Cheryl Plowman, Patrick Tilsworth
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Agenda:
Task requests:
. Cloning the SSASYLB for departments to update
  . Status – to PROD on 12/10/04

. Cloning the SCASYLB for departments to update
  . Status – to PROD on 12/10/04

. Changes to the faculty syllabus pages on the web – long title display only
  . Status – to PROD on 12/17/04

. Changes to the faculty syllabus pages on the web – updated limited to primary instructor
  . Status – Assigned to programmer on 1/21/05
  * Finished but not moved to LRGP and PREP yet.

. Copy description text to narrative description – SCP2LFU
  . Desperately needs to be tested so we can get it moved to PROD and into the scheduler
  * Testing needed – looks like it has difficulties

. Registration dates on Dynamic Schedule
  . Status – to PROD on 12/10/04

Old Items –
. Finalize instructional method table
  . will send the previously discussed values before the meeting
        The following instructional methods were discussed a long time ago. UAS would like to get the list finalized, at
            least so we can begin using them, at this meeting.

            AC   Audio Conference
            AW   Audio Conference & Web-based
            BD   Blended Clsm/Audio/Web/Field
            C   Traditional Classroom
            CO   Correspondence/Traditional
            CW   Correspondence/Web-based
            F   Field
            M   Multi-media
            PW   Partially web-based
            SL   Live Broadcast by Satellite
            TV   Television Delivery
            VC   Video Conference
            VW   Video Conference & Web-based
            W   Web-based
  * Eliminate PW since BD – Blended can be used for this functionality – Need to keep this to indicate that it is web-
        based and classroom

* Field – can it be eliminated? Can be indicated
* Eliminate C and F since they are meeting types rather than an instructional method
* Change to CO to CI which is used in other places to indicate traditional correspondence
* Change M to MM for multi-media
* Change W to WB for Web-based
* Are we going to keep both instructional method and attendance method? What do we need for statistical
    purposes? Attendance more an accounting code. Meeting type is a new code. Need to get a clear definition
    for each of these fields
* Instructional method on 1st page of SSASECT
    UA definition: How it is delivered if using a method(s) other than the traditional delivery method for the
        schedule type
    Use to record exceptions – things other than traditional classroom and schedule types
    Use to complement session field – varying from traditional methods
    Need to review at the next meeting
* Attendance method – currently used tracking method
    Will it go to a purely accounting method
    Required field for open learning courses
* Need to coordinate with Institutional research before making changes to usage of attendance method
* Meeting type – on 2nd page-1st block of SSASECT
    Patty Itchoak will send out a proposed list of values. Please comment on via email. Mary Howard will forward
        the agreed-upon codes to programming. UAA needs these as soon as possible as they are just about
        to begin their spring 2006 schedule cycle.
* Schedule type – catalog approved types
* Add definitions of approved codes to next agenda. Can use the approved codes at this time.
* Colleen will pass the approved codes to Patrick and staff.
* Approved list is:
    AC   Audio Conference
    AW   Audio Conference & Web-based
    BD   Blended Clsm/Audio/Web/Field
    CI   Correspondence/Traditional
    CW   Correspondence/Web-based
    MM Multi-media
    PW   Partially web-based
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    VW   Video Conference & Web-based
    WB   Web-based

. Conversion – We do not want to do it? If we do, need to restart the discussion at the next meeting
 * Have institutional research attend the next meeting to aid in the decision

New Items –
. Copy one catalog course to another
 . See task request attached to agenda message
 * Add option for roll of fees
 * Approved and send to BST for the 3/24/05 meeting

. Catalog download
 . Any problems?
 . Changes desired
 * Review this for any desired changes

. Schedule download
 . Know it has problems with fees now – other things we want to have changed

. Changes desired
 * Review this for any desired changes

. Schedule roll process
 . Know it has problems with fees – should be corrected as problem report
 * Registration people need to test this
 * UAF getting new credit card equipment
 * Do not roll again until programming has fixed this process. Be watching for the request to test this so that it can be
        tested and then moved into production quickly
 * This is another one to look at the current process for desired changes

Next meeting: March 31, 2005 at 10:30

Colleen