Catalog/Schedule Work Team Agenda for March 31, 2005

Group: Catalog/Schedule Work Team

Topic: Work Team Meeting

Date: March 31, 2005 10:30 am – 12 noon

Attendees: Colleen Abrams, Jan Crichton, Linda Davis, Kelly Poston, Patrick Tilsworth
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Agenda:
Task requests:
. Changes to the faculty syllabus pages on the web – updated limited to instructor
  . Status – ready for user testing on 3/9/05
  * Colleen has tested this and it works well. This is ready to go to PROD.

. Copy description text to narrative description – SCP2LFU
  . Status – ready for user testing 12/20/04
  * Ready to move to PROD. We want it run nightly, Monday thru Friday and with term 200502, % in subject
        code, and % in course number. Should be in the scheduler sometime next week. Patrick will notify us
        when it has been added to the scheduler.

. Copy one catalog course to another – SCP2CPY
  . Status – Approved at 3/24/05 BST Meeting
  * Has not been assigned yet.

. Unsecured UAOnline side class schedule
  * Is ready to move to PROD

New Items –
. Catalog download
  . Any problems?
  . Changes desired
  * UAA did not find any problems yet. They will be doing another one in April.
  * UAS and UAF does not currently use this process but may in the future.

. Schedule download
  . Know it has problems with fees now – other things we want to have changed
  . Changes desired
  * Review so we can get a task request together so it is changes can be made before Spring schedule
        download.

. Schedule roll process
  . Know it has problems with fees – should be corrected as problem report
  * Review so we can get a task request together and have changes made before we do the Spring, 2006 roll of
        classes.

Section Text does not show
  * Add this to the primary screen display for both the secured and unsecured portions of UAOnline. Patty will
        write the task request.

Meeting types table values
  * Patty sent the requested values on March 3, 2005. The suggested codes are:
        CLAS   =   Classroom
        LAB   =   Lab

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WEB   =  Web-based
REC   =  Recitation
SEM   =  Seminar
FLD   =  Field
AUD   =  Audio-conference
VID   =  Video-conference
OFF   =  Off campus
WORK  =  Workplace
ARR   =  Arranged
```
 * Colleen will send this list to Patrick to have entered in PROD.
 * Request security be changed to Schedule Manager.
 * New codes would not be added until discussed with the work team.

Conversion will be tabled unless we really need to do something in this area.

Next meeting: April 14, 2005 at 10:30am

Colleen