

Catalog/Schedule Work Team Minutes

Thursday, October 8, 2009 - 10:30am

Audio-conference number 1-800-893-8850, conference code 6384637

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Attendees:

UAA

Sarah Hill
Gianna Ridgeway
Linda Kay Davis
Charese Gearhart-
Dekreon
Patty Itchoak
John Allred

UAF

Colleen Abrams
Anna Brumbelow

UAS

Jan Crichton
Jeanny Wharton

Kodiak

Jenny Myrick

KPC

Shelly Blatchford
Paula Martin

Matsu

Cheryl Page

Statewide

Mary Gower

ADEC

John Monahan

CDE

Christen Bouffard
Kim Runnion
Heidi Olson
Barbara Paskvan

CRCD

Jennifer Majors

I. CCS TRs for Testing (*PREP and LRGP refresh today*)

- A. Catalog search re-structure (UA#301 = TR#1) – *BST priority level 4, state 3 (in progress)* -**Waiting for approval from UAF and UAS – issue of missing GER types not part of this TR – that is something that can be addressed w/ programmers later (per Colleen)**
- B. Class schedule (public) search re-structure (UA#302 = TR#2)* - *BST priority level 4, state 3 (in progress)* – **Email from Mary with questions from Jim – waiting for response from UAF**

More time needed for testing by UAS (#301) and UAF (#301 and # 302).

II. Schedule Change Work Flow

- UAA and UAS approve: Comma to be used to separate two-letter days (e.g., M,W; T,R) but not more than two.
- UAA and UAS approve: OK to leave off section number field for marking with asterisks. Checking section number box in SSA2ADM will result in email to student. Should enter something in comment field to explain section number change and check print comment box.
- UAA done with testing. Do UAS and UAF need more time?

Work flow approved with changes by UAA, UAS, and UAF. (This is an official woohoo for the minutes).

III. BST Report – *no report*

IV. Old Business:

Distance Education Discussion

- SD# - UAA has historically used this notes code differently than other MAUs. UAA is willing to compromise by using a different code, but cannot use SN#. Has researched other codes and determined that SI#, SB#, and SS# have not been used by any campuses and will show up on UAOnline. UAA is willing to use one of these

and will coordinate with Distance Gateway to get the new code picked up for notes online. UAA requests input from other MAUs.

UAA will use SI# or SB# for schedule notes and will coordinate with Distance Gateway to ensure that the code is picked up. UAF and UAS are amenable to letting one of the codes be designated for this use. Sarah will notify all campuses of the code UAA will use. UAA has chosen to use SI# in SSATEXT for schedule notes.

- **Instructional Method**

- Let's define what instructional method field is used for each campus.

UAS gave background on instructional method field – created in 2005. Codes can be created but not removed. Code describes the predominant instructional method.

UAF – field is fluid, new codes can be added. Defined as how class instruction is presented.

Distinction made between instructional method and attendance method: attendance method often tied to fees. Matsu interprets attendance method as how the class is funded, how student attends.

Instructional method field originally populated because of the fee implications in attendance method

Decision: Definition of instructional method agreed upon for this discussion was the predominant method used to present class instruction, and which does not have any ties to fees.

Discussion: Should both instructional method and attendance method be shown on Distance Gateway? General consensus was that they should be. Christen says that both can be put on, but requests clearer definition of the fields for the Gateway.

Decision was made to table further discussion on the descriptions until the next meeting so that participants can consider how they would like them labeled.

Discussion: John requested report on what instructional method codes are being used and how frequently. Colleen has pulled that report and sent it out via email. Discussion continued and it was agreed that it would be helpful to take time individually to review Colleen's report and resume discussion of codes (how they are used, how we can use them consistently across all campuses) at the next meeting.

- What codes are being used currently (see list attached)?
- Are there enough codes, or even the right codes, to adequately and accurately code the different instructional delivery methods being used for distance ed in UA?

- **Attendance Method and Meeting Type – where do we go next?**

V. New Business: none

VI. Adjourn

Request was made to include full names and affiliations on the minutes. Chair asks that participants email her (anseh@uaa.alaska.edu) their full name and that they attended.

Next scheduled CCS meeting: October 22, 2009 - 10:30am

Instructional Method, Attendance Method, and Meeting Type Field Options

Instructional Method

AB	Audio/Blackboard	EL	Illuminate Live
AC	Audio Conference	MM	Multimedia
AW	Audio Conference & Web-based	PW	Partially web-based
BB	Blackboard	SL	Live Broadcast by Satellite
BD	Blended: Clsm/Audio/Web/Field	TV	Television Delivery
CA	Audio Conference & Classroom	VC	Video Conference
CI	Correspondence/Traditional	VW	Video Conference & Web-based
CW	Correspondence/Web-based	WB	Web-based

Attendance Method

A	Lecture	N	Internship
AC	Audio-Conference	NA	NORTHWEST COUNCIL STUDY
AW	AWS and PER	ABROAD	
B	Lab	NE	National Student Exchange
BC	Brokered Concurrent Enrollment	O	Open Entry
BH	Brokered HS Dual Credit	P	Practicum
BK	Brokered	Q	Optional Lab/Study
BT	Brokered Tech Prep	R	Research
C	Combined Lecture/Lab	S	Studio
CI	Correspondence (trad written)	SA	Southcentral Academy
CN	Contract – no fee	SI	Live Broadcast via Satellite
CO	Cooperative Education	SS	Self-support
CW	Correspondence: web-based inst	T	Thesis
D	Directed Study	TC	Telecourse
DE	Developmental Education	U	Recitation
E	Credit by Exam	V	Computer-Assisted Instruction
EA	eLearning Agreement	VC	Video-Conference
EP	eLearning Agreement Primary	VI	Video
ES	Expanded Section	VW	Video conference and Web-based
F	Field	W	Workshop
G	Grant Funded	WW	Web
HS	High School Dual Credit	X	Distance Teaching Group
IE	International Student Exchange	Y	Distance Teaching Independent
M	Seminar	Z	Zero/Noncredit
MM	Multimedia		

Meeting Type

ARR	Arranged	WORK	Workplace
AUD	Audio-conference		
CLAS	Class		
FLD	Field		
LAB	Lab		
OFF	Off campus		
REC	Recitation		
SEM	Seminar		
STU	Studio		
VID	Video-conference		
WEB	Web-based		