

Catalog/Schedule Work Team Minutes

Thursday, October 22, 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
Patty Itchoak

UAF

Colleen Abrams
Anna Brumbelow

UAS

Jan Crichton
Jeanny Wharton

Matsu

Cheryl Page

Statewide

Mary Gower

ADEC

John Monahan

CDE

Kim Runnion
Barbara Paskvan

CRCD

Jennifer Majors

I. CCS TRs for Testing

- 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

Pat will send it out this week, just so everyone can see it, then will get the coding done & push it to prod

III. BST Report – no report

IV. Old Business:

Distance Education Discussion

- Session code revisited – some questions have come about the new codes:

Hybrid code (H)

- How much distance does a class have to be to use this code? If a class has only a single web session and the rest is face-to-face, should it be coded H?

John suggests 80% cut off. Matsu suggested 50% and UAA agrees. UAS and UAF don't have a preference. CDE can live with 50% if SSATEXT is used to add clarity for in-person class requirements. After discussion, it was decided John would pose the question to SOC and OIR for more information to assist with this decision. Discussion tabled till next meeting.

- Is the Gateway going to pull H-coded classes?

It can pull H classes. The Gateway people who could answer more specifically weren't able to attend.

- Does IR need it to reflect a certain amount of distance?

Distance – Permission Required code (Z)

- The code does not specify if the class is hybrid or 100% distance. Is this a concern? Does IR need that information?

Some discussion about additional codes. Mary advocates have fewer codes in aid with accuracy and consistency. As above, discussion tabled until more information can be gotten from OIR. Mary and John will ask for more information.

- Instructional Method

Definition agreed to 10/8/09 - the predominant method used to present class instruction, which does not have any ties to fees.

Action items from last meeting were:

1. Review report of code usage (from Colleen) and get an idea of how they are being used and how we'd like to see them used.

The group began going over the codes. It was decided that we would go through all of the codes and postpone final definition and any revisions/consolidations until after all the codes had had initial review.

The following codes were reviewed for usage and preliminary clarification of meaning:

- AB: Audio/Blackboard – to be used when class uses audio conferencing and blackboard, but no other web-based instructional methods
- AC: Audio Conference
- AW: Audio Conference & Web-based – to be used if web-based instruction is other than or more than just Blackboard.
- BB: Blackboard

2. Related to this, we were to consider the definitions for the codes and decide how they should be labeled for the Distance Gateway.

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

V. New Business: none

VI. Adjourn

Next scheduled CCS meeting: November 12, 2009 at 10:30

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		