

## Catalog/Schedule Work Team Minutes

Thursday, April 8, 2010 - 10:30am

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

Sign up for the CCS mailing list at <http://lists.uaa.alaska.edu/mailman/listinfo/banner-ccs>

Attendees:

### UAA

Charese Gearhart-  
Dekreon  
Sarah Hill  
Gianna Ridgeway

### UAF

Colleen Abrams  
Anna Brumbelow

### UAS

Jan Crichton  
Jeanny Wharton

### Kodiak

Jennifer Myrick

### CDE

Barbara Paskavan

### CRCD

Jennifer Majors

### Statewide

Mary Gower

## I. Chair's Report

## II. Banner 8

Update on error with SSR9OLL - **FIXED**

Update on error with text extract (SCP2LFU) and updating of UAOnline – **being worked on**

## III. Old Business

A. Any last-minute input on the following from the Distance Education Legislative Audit Parameters and Description Committee (refer to last agenda for specific attachments):

1. Distance education PowerPoint with definition and flow of how to classify sections
  - **What about ARR classes? Where do they fit?**
  - **How is time calculated? Is it percentage of time (minutes or hours?) or is it number of meetings. Is the 80/20 time calculation a rough estimate, or should it be more exact by counting hours (or whatever)?**
2. The proposed equipment coding options:
  - a) Equipment is "linked" to the delivery method and will automatically show to students on web (UAOnline, Gateway) when the delivery method is selected. Any unique and different equipment will be entered in as schedule notes.
  - b) Equipment is added as a field in which multiple options can be selected
  - c) Equipment added as text either in SSATEXT or syllabus.
    - **Most of those present prefer option a) because it reduces SSATEXT coding and maintenance.**
3. Distance Gateway – committee is looking for input on how to improve it for students. What would you like to see?
  - **The results come up below the screen view and require scrolling down and it gets missed by students. Need either a fix or directions for students**
4. Training and a Handbook for class schedule coding (emphasis on distance ed) – Looking at having a scheduling face-to-face when changes are rolled out as a push for training. Need numbers. Need ideas for training schedulers and also for how to make this work on your campuses.

- A printed manual may be hard to update. An online .pdf might be good idea as it would be searchable.
- Possible schedule for scheduling face-to-face would be ½ to 1 day on distance education and then ½ day for CCS business.
- A face-to-face is easier to get information and to ask questions.
- It would be good to identify a contact person for people to contact with coding questions. By MAU?

B. Distance education and general coding discussion: UNTABLE? **NO**

Meeting Type, remaining codes:

FLD	Field	VID	Video-conference
REC	Recitation	WEB	Web-based
SEM	Seminar	WORK	Workplace
STU	Studio		

#### IV. **New Business**

Discussion about the termination of classes, how it is done, and which method is used when. UAA was forced to use a shift+F6 to delete a class after it had registrations due to a technical problem with Open Learning and a finals scheduling process.

It was agreed that shift+F6 was best used up until UAOnline went viewable. After that time a class should be cancelled by changing the status code to C. (and dropping any students that may be in the class).

#### V. **Adjourn**

**Next scheduled CCS meeting: April 22, 2010 at 10:30**