

## Catalog/Schedule Work Team Minutes

Thursday, August 12, 2010 - 10:30am

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

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Attendees: Anna, Barb, Cheryl, Colleen, Gianna, Jan, Jeanny, Sarah

### I. Chair's Report

Putting together a committee to help organize the distance education face-to-face for schedulers around the state. Expecting (hoping for) 20 to 25 participants at the face-to-face and would like participation and assistance from schedulers around the state. UAS suggests involving the schedulers, particularly those from extended sites, in the picking of a date. Sarah will circulate a choice of dates and ask for input (doodle poll possible).

### II. Banner Issues

Distance Gateway TR:

Tabled from last meeting: For discussion from Colleen regarding the subject drop-down box: "Should the subject list just include only subjects for courses that appear on the distance education website or should it include all subject codes that appear on the web and that have courses numbered between '050' and '699'? Regardless of which method we use, how often should the subject codes list be refreshed?" Group agreed that it should include all subjects that have distance classes numbered between 050 and 699 (i.e., list the subjects that have academic credit classes offered via distance). The list should be refreshed nightly or however frequently the Distance Gateway is refreshed.

Colleen generated a list of all subjects in 201002 and 201003 and it is much longer than the one Christen had put together.

### III. Old Business

### IV. New Business

SSR9OLL – We will likely be moving to the standard roll (SSRROLL) with a few modifications. We need to identify what needs to be added to make SSRROLL work for us. With the last Banner upgrade, there is a lot of duplication between the two reports. Group agreed that we will need to compare the Banner-delivered SSRROLL to the UA modified SSR9OLL to see if it will meet our needs. Agreed to do this comparison and discuss at the next CCS meeting

- Colleen says that it's not a big deal to add parameters to SSRROLL if we need to
- Parameters 55 through 62 are all UA created and would need to be added to SSRROLL
- You can find Banner user guides for through the Banner Bookshelf link when logged into Banner. Under Banner Student, the last option is "8.1 User's Guide."

A related issue submitted by Jan is that there is confusion due to the option labels in the roll process. This would be an issue with either roll process (SSRROLL or SSR9OLL). The options need to be more specific in designating whether a parameter has been selected for the schedule or the catalog. Currently, for some parameters a Y means yes and in others it means roll from the schedule. The existing Y and N codes are not clear and require more time and effort to determine whether a parameter choice is indicating a

roll from the schedule. The proposal is to change the codes. The actual options would stay the same.

- Colleen says that these changes would adversely impact the programmers at upgrade time
- The subject was opened, one favorable comment was made by Mat-Su, and Colleen made a comment on the programmers' workload. Discussion ended and the group agreed to review this (does this cause enough confusion and trouble to warrant making and maintaining the change) while also reviewing the above issue about switching to the SSRROLL. It will be discussed at the next meeting.

#### Announcements/Banner Struggles:

- The department header text (SCATEXT) is running together in UAOnline for UAA. Others will take a look to see if it is happening for them too.
- UAS is having problems with SSA2ADM. When trying to check the Print Comment box and enter a note in the Comment field, they are unable to save. It is being looked into by someone in IT. No other campuses have noticed this problem, but not all of them use the Print Comment option.

#### V. Adjourn

**Next scheduled CCS meeting: August 26, 2010 at 10:30**