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

I.   **Chair's Report**
      The scope of work being developed with SunGard for their work on distance education changes in Banner is being finalized. We keep sending corrections to them, but we don't have a final version yet. I will forward it to the group when I have something. We have requested that the change in SSRROLL that we voted on after the last meeting (change the roll from schedule options to be an S rather than a Y) be included in SunGard's work.

II.   **Banner**
      A. SCP2PTM – Jane has sent out questions to the programmer working on it and will let us know when she gets a reply.

      B. Distance Gateway TR: Nothing to report

      C. TR for SSA2ADM work flow – Jan sent email to CCS list. Any comments/questions before it goes on to sdsit for input?
      - Matsu, UAF, and UAS use the print comments box.
      - UAA will consult with Pat Borjon and report back if he has suggestions about what to do next.

III. **Old Business**

IV.   **New Business**
      A. Task request for SSR2SEC – Please refer to the TR and .dat file mockup

      This TR is a result of the changes being made to SSASECT due to changes in distance education (response to the Alaska State Legislative Audit). The TR includes the addition of new parameters to the SSR2SEC form and new columns to the .dat file. Based on email feedback, I don't think we need to continue having two .dat file options; the distance education option parameter gives a Y and N option, the difference being just three columns. The TR proposes going with just one .dat file version and removal of parameter 15 (distance education option).

      These changes are to bring this report in line with the information that will be collected in SSASECT. It also incorporates the changes requested in a previous task request that has not yet been completed.

      - There was discussion about the placement of the new columns, some saying that it would be good to add the new columns on to the end, some to keep like columns grouped together, and some expressing concern about certain columns being left off at the far right. Ultimately the group agreed to keep distance columns together and to place the columns as proposed on the mockup with a few minor additions and changes. The changes were: move attendance method

behind instructional method; move campus in front of part of term and course status after it.

- Barb with CDE suggested adding a column for cross-list definitions (all agreed to use the definition code). Column to go after enrollment.
- There was concern of the amount of info that will go into the section notes column. Gianna suggested making that a parameter of the report that you could choose to include in the .dat file or not. A further suggestion was to have the column populate with a Y or an N (is there or isn't there an SN# or an SI#) in SSATEXT if the programmers said that it wasn't possible to have the actual notes show up in the column. Sarah will ask and alter the TR accordingly if this is the case.

There was a brief announcement that instructional method was to be replaced by delivery method in the new distance education/Banner design. It would be available for use, but not required.

Sarah will revise the TR and mockup, and send them out for final approval. Approvals/responses are due back by Monday at 5:00 to give time for the TR to get in for next Thursday's BST.

V.   Adjourn

Next scheduled CCS meeting: September 23, 2010 at 10:30