

Catalog/Schedule Work Team Agenda

Thursday, December 16, 2010 - 10:30am

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

Attendees:

UAA

Charese Gearhart-
Dekreon
Sarah Hill
Gianna Ridgeway
Michael Worth

UAF

Anna Brumbelow

UAS

Barbara Hegel
Jeanny Wharton

Kenai

Shelly Blatchford

Ketchikan

Brenda Hurley

Kodiak

Jennifer Pedersen

CDE

Barbara Paskavan
Kim Runnion

Statewide

Mary Gower
Jane Vohden
Russ

I. Chair's Report

II. Banner

- A. Banner SSB (UAOnline) testing – we expect it to be in LRGP sometime around 1/12/11 or 1/13/11. This should give about a week for testing and getting familiar with it before the distance ed face-to-face training.
- B. SSR2SEC TR – testing continues. Big thanks to Anna and Jeanny for being so rigorous with their testing and helping to identify problems. Also, should we ask if Kevin can use a comma as a separator between delivery methods because of delimiting? Is that important?
 - It is important that we NOT use semicolons in our cross list definitions (SSAXLST) because they will split the cross list across two columns when the .dat file is delimited.
 - Sarah will follow up with Kevin and Colleen to ask about the separators/delimiters that we can use (commas, using double quotes in section notes to allow the use of semicolons that won't be seen during delimiting).
- C. SSR2DNL TR – it is written and will be sent out this week for group approval before submittal to BST. Would like to submit for the 1/6/11 meeting.
- D. SSASECT – Delivery methods doesn't have a default choice. We can request one with a task request. What do folks think of having "face-to-face" as the default selection for this new section? UAF, UAS, and UAA all approve face-to-face as default. Sarah to put in TR.
- E. NDUPL duplicate checking override is coming. We can start entering the NDUPL code now, even though new programming isn't in yet.
- F. Distance Gateway TR: Nothing to report
- G. Banner 8 allows duplicate section numbers when using the copy CRN feature in SSASECT. Waiting for update from Jane.

III. Old Business

Talk about the Face-to-Face in Anchorage

- Tentative agenda (timing is very estimated):

Tue Jan 25th

10:00am

Welcome, introductions, icebreakers

Day 1 focus - Distance Ed and Banner

- 11:00am **Session 1: Distance Ed and Overview of Changes** (Sarah)
- History (leg audit)
 - New definition
 - New course categories
 - New fields (pacing, meeting times, delivery methods)
- 12:00pm Working lunch
- Session 2: Changes to UAOnline** (Gianna)
- Session 3: Step by step how to create a new class** (examples of diff types) (**Some Wonderful People** - this could be led by a rep from each MAU or a few campuses to show how it may be done differently. Or different people could show how to build different types of classes. We need volunteers and one person to help organize it)
- This session make extend into the next day.
- Session 3 to be developed and led by Barb P. and Michael.
- 2:30pm 10 min break
- 5:00pm Day one closing thoughts

Wed Jan 26th

- 8:00am Distance Ed and Banner discussion continued
- Session 4: How to make changes to classes and what to remember if you make certain types of changes** (**Some Wonderful Person**)
- Session 4 to be developed and led by Jan and Jeanny.
- 9:5pm break
- Break and start of CCS/Banner Issues
- 10:00am **Session 5: Common Questions, FAQs in scheduling** (**Some Wonderful Person**)
- Session 5 has a notetake (Barb H.), but still needs some wonderful people to develop and lead it.
- 11:00am **Session 6: SFAMREG** – its shortcomings and how to use it, including cancelling classes (Colleen)
- 12:00pm lunch break
- 1:00pm **Session 7: What shows up where on UAOnline** (Gianna)
- 2:30pm break
- 2:45pm **Session 8: Similarities and differences in statewide coding.** How to help students when they're taking classes from other campuses. (**Some Wonderful Person**)
- Session 8 to be developed and led by Anna, Sarah, and a UAS rep TBD
- 4:30pm Day two closing thoughts

We will only have one CCS more meeting before the face-to-face. The listserv is available for us to keep in contact as we finalize plans for this event.

Important notes from previous meetings about the face-to-face:

- Invitation went out 11/19/10 with travel memorandum from Mary. Please let Sarah know if you didn't get it.
- Vans – It looks like the better option for the DEF2F will be to not rent vans, and to instead use taxis. The hotel has shuttles that will go between the hotel and the University of Alaska Anchorage, and we also look into the possibility of using some of the UAA vans, if necessary.
- If you are traveling from a distance that requires you to book 3 days/2 nights, let Sarah know. She just need to let the hotel know to extend the government rate on your stay.

IV. New Business

Banner observations:

- Sarah found that she couldn't copy into the instructor ID field in SSASECT one morning, and then later in the day she could, then she couldn't, then she could. She couldn't figure out what was causing it, but it seems to be working. Others had seen similar things in other screen.
- Jeanny from UAS has noticed that she can't arrow down anymore and must mouse click into new fields in SHACRSE and SHASLST

Announcement: **NO CCS MEETING UNTIL JANUARY 13, 2011!!**

V. Adjourn

Next scheduled CCS meeting: January 13, 2011 at 10:30