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Catalog/Schedule Work Team Minutes
Thursday, March 10, 2011 - 10:30am
Audio-conference number 1-800-893-8850, conference code 6384637

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Attendees: Anna, Jan, Jeanny, Cheryl, Sarah, Barbara, Gianna, Michael, Shelly, Jennifer
Note Taker: UAS - Barbara

I. **Chair's Report** - need help notetaking. It is difficult to be effective as a meeting leader and take good minutes. It is also a fairly common convention in teams to have a secretary in addition to a meeting chair. This got general support when it was brought up in discussion at the 1/13/11. The BST uses a system in which notetaking responsibility rotates among campuses and I propose we do the same thing. **UAS took minutes today; they will rotate the note takers**

II. **Banner**

   A. Banner SSB (UAOnline) testing – local mods are in and need testing in LRGP ASAP! There are known issues with missing info on the detailed class information page which are being worked on

      Try to carve out a bit of time to test; there are a few issues such as none of the distance information is not showing; Does anyone have any screen shots; Time line

   B. Final approval from Vice Chancellors is needed by **4 pm on 3/17** to push to PROD **on 3/20**– **the time is getting close PLEASE, PLEASE GO TEST and check out local mods. IS IT WORKING?**

   C. SSR2DNL TR – **In LRGP and ready for testing.** Please get in and look closely at this one ASAP. **PLEASE test this as well; needed for when you print a downloaded schedule for a pdf file.**

   D. SSRROLL – has everyone tested it? This is in LRGP – you will want to check this out as well

   E. Banner 8 allows duplicate section numbers when using the copy CRN feature in SSASECT. Waiting for update from Jane.

   F. Pat Borjon will do a load test regarding performance - CCS does not need to do anything with this; it will be handled in LRGP

III. **Old Business**

IV. **New Business**

   - Delivery methods discussion; columns and names

     Email from Jan:

     Hi. It's nice to see those added. Our delivery methods on ssasect now run off the page and we can't see or mouse-click some without arrowing down to them. Any chance we could get 2 columns there so we can see them all and mouse click directly?

     Also, we now have 3 that begin with "Independent". We need to clarify them. When we created Independent Learning, we meant it as Correspondence, but now looking at the larger list that's not so clear anymore. Maybe "Independent Learning" could become "Correspondence" to differentiate it from Independent

Study, etc. And "Independent Research/Thesis" could become just "Research/Thesis".

A change to columns could be pursued with a task request. If it were approved, it would go in to the queue and be processed by the programmers at some point in the future. We would need a volunteer to write the task request and bring it back to CCS.

Renaming the delivery methods is possible, but this would require a requesting email to be sent to sdsit. Since we just last meeting created one of the codes now being talked about for renaming, please be very sure about how you want it. We will wear out our welcome very quickly if we keep making requests to adjust these titles.

Changes
- Switch independent to **Individual Research/Thesis**
- **Directed Study/Independent Study**

No changes
- Independent Learning - **stays as is** per CDE

Sarah will take them to the programmers and ask to have them changed.

Caution

Be mindful of codes when we create them so we do not have to go back to the programmers and change them soon after they are instituted.

SSR2SEC – asked to have notes – the default is Y. Could the default be changed? Save the parameters with the default to N. A task request could be initiated later if the team so desires.

FYI -Prerequisites will be rolled from catalog to schedule. (UAA only) Jane will run this SCAPREQ to SSAPREQ process. If other MAUs wanted to do this they could ask Jane to run this for them.

Any Banner-related observations, issues, or wierdnesses? –

PLEASE TESTPLEASE TEST****

V.   Adjourn

Next scheduled CCS meeting: March 24, 2011 at 10:30 (Sarah will not be able to attend)