

Catalog/Schedule Work Team Minutes

Thursday October 17, 2013, 10:30am

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

Attendees: Anna, Barb, Charese, Cheryl, Gianna, Jeanny, Jan. (Jane V. could not attend).

Note Taker: UAF 8/8; UAA 9/12; UAS 10/17

Chair's Report

Banner

- SSP2VRF – how do we want it to work? Current status or future status?

UAS would like an Audit option, and to add a column showing what the value was prior to running the process, beside the updated value currently shown on the report. Correction of format errors, like “Pterm End” actually shows the Pterm *Start* date. Jan sent a CCS email 10/10/13, 11:55am, showing proposed changes.

UAS will write a TR.

Old Business:

- TR 118 – Prerequisite report TR by UAF to show students who have not satisfied the prereq, also making it a .dat, and possibly incorporating SFASRPO. This TR is in the top 15. Russell is on it.
- TR 197 – Instructors to be included on workflow emails for course changes. (Not in top 15).

New Business

- Banner update to Part-of-Term – student registration impacts:

P/T needs to be updated in student SFAREGS because P/T controls SFARSTS drop & refund rules for all campuses and grading timing for some campuses.

Post-meeting note: After our 9/12 meeting UAS found that P/T is in the Update block of SFAMREG, but the cursor will not go there. (See Jan's email 9/13/13, 11:11am). Perhaps we could find out if P/T could be opened for users to update P/T for all students enrolled in a course with one entry using SFAMREG?

- How do campuses handle class schedule changes – are there cutoff dates for certain changes?

Most campuses agree they do not accept fee changes or other changes that would impact fees after enrollment. Other necessary schedule changes are accepted until the course ends. These are accepted from deans, departments, designated admins, and at least one campus accepts from instructors but follows up with the department.

- New leader? Anna suggests someone else may want a turn to lead the team, and went over the duties of chair briefly. If interested please contact Anna for more info.

Other: Michael Earnest, UAF Assoc Director of several areas including catalog and course scheduling, is now working in curriculum and catalog as part of his management areas. Welcome Michael!

There was discussion of how we end or inactivate courses, with some campuses both inactivating in SCACRSE and ending in SCABASE. UAS has some courses inactive, and others ended, per the department and/or the graduate or undergraduate curriculum committee.

Adjourn

Next scheduled CCS meeting: November 21, 2013

Note taker will be UAF