Registration Work Team Face-to-face Meeting Minutes for August 7, 2002

Group: Registration Work Team

Topic: Team Meeting

Date: August 7,2002

Attendees: Colleen Abrams(UAF), Mary Booth-Barger(Chukchi), Beth Bruder(Bristol Bay), Jacque
                Christensen(UAS), Ruth Evern(Interior Aleutians), Carolyn Hanthorn(UAA), Barbara
                Hegel(UAS), Mary Howard(UAA), Patty Itchoak(UAA), Janet Johnson(SW), Shelly Love(Kenai
                Peninsula), Brigitte Mayes(UAF), Cheryl Plowman(UAF)

Topics to be discussed:

. Status of action items from June face-to-face
  . Status of non-SSN ID for employees (status from Carolyn Weaver by mid-
    August)
        ** Colleen talked to Carolyn Weaver who thought that it was no longer an issue. It is something that the
            General Function Council (GFC) is discussing and must decide on. Need more information from
            Saichi on this.

  . Pin resets – GFC to look at preventing person from using DOB or part of SSN as pin
        ** This is also something that the GFC must decide.

  . Recording Service Campus issue
        ** Waiting for a refined definition of Service Campus from Statewide Institutional Research

  . Best Practices for serving distance ed students – are they being followed, how are they working, do they
    need any changes or adjustments
        ** Not much discussion at this time since registration starts next week for the majority of distance
            courses.

  . Status of statewide address list including phone/email/address for key personnel in registration and related
    services at each campus
        ** Juneau is in the process of revising their list. The other campuses need to forward their lists of key
            personnel to Saichi as soon as possible so a list can be distributed prior to registration. This is the
            list of who to contact for what.

  . Status of Web for Student Registration Eligibility section (see attached document)
        ** Minors and Concentrations will remain. The following will be eliminated: first line containing "The
            information on this page …", First Term Attended, Last Term Attended, Status, Site, Class (since it
            is contained in the verbiage of the first section), Academic Standing Status (since it is contained in
            the verbiage of the first section), Academic Standing Term, Dean's List, Dean's List Term, Primary
            Advisor Type, Admit Term, Admit Type. Colleen will update the task request and send it e-mail for
            the unit's approval.

. Registration option for selecting courses by attribute (turn on or leave off)
        ** Was decided to turn this option on. Mary H thought that had been decided at the last BST meeting.

. Web Grading
        ** Web grading is turned on and off each term by Part of Term on SOATERM. Janet is going to look at
            the Part of Term Update process to see if it is possible to change that process so it will update

SFRSTCR (SFAREGS information) as well as the schedule records. Currently, to change the part of term on a section, all students have to be dropped from the section, their registration record deleted, the part of term changed on the schedule, then re-enroll all students in the section. A very time-consuming process that would not work if we are changing part of term to accommodate faculty grading on the Web.

** If we choose to use this option for controlling which instructors can do Web grade submission, then additional(s) part of term will need to be created. If all faculty can enter their grades over the Web then additional parts of term are unnecessary. Also, if this option is chosen, the M part of term will NOT be available for Web grading.

** NOTE: With spring 2003 UAF will be changing from using MF as the UAF – Main Campus Manual Refund part of term to using FM.

. Web address changes

** Janet is not sure where SPR2ADR, the report to review address changes, is in the process at this time. This report is required for student users to be comfortable allowing students to update their own addresses over the Web. Also, this process needs to be verified on Prep Web to see how addresses are inactivated, etc. PREP Web is umga2.Alaska.edu:9020. When LRGP Web is available, we can test it out there also.

. Registration bulletins for Distance Ed students
 . UALC Annual bulletin not in print
  . only available on Web
  . Flyer will be distributed to those who call.
  . Flyer for semester-based correspondence courses will be send on request

** Units can print this information from the Web as it is in PDF format.

** Something else to be aware of is that there talk at the senior management levels concerning the continued use of Voice Response as the equipment needs to be replaced. Janet mentioned that about 3,600 students have registered by VR so far for fall semester. For many rural students and students returning to the villages during breaks, VR is the only option for checking grades. We have no way of knowing how many students check their grades using the VR system at this time.

** Please discuss this usage with your administration (rural site directors) and send e-mail to Mike Sfraga (mike.sfraga@alaska.edu) and Saichi (Saichi.oba@alaska.edu) concerning this issue.

. Later Web registration (for late starting classes)

** SSP2VRF may need some additional parameters to facilitate the turning on and off sections. Some that may be needed are: Course dates, subject, section number, etc. Please send your suggestions to Colleen who will create a task request for this. This may reduce the need to additional parts of term. Once this task request is completed, if we can approve it through e-mail it can be forwarded to the BST prior to the next Work Team meeting.

. Other items

** Next meeting will be October 2, 2002 at 11am via audio-conference.