

Registration Work Team Meeting Agenda for April 14, 2003

Group: Registration Work Team

Topic: Weekly Team Meeting

Date: April 14, 2003 at 1:30 pm

Place: Audio-conference

Attendees: Colleen Abrams, Mary Booth-Barger, Beth Bruder, Jacque Christensen, Barbara Hegel, Mary Howard, Patty Itchoak, Janet Johnson, Shelly Love

Topics to be discussed:

Web grading

- . Incompletes
 - . This is still a problem with UAF.
- . Part of Term
 - . Be thinking about part of term usage if wanting to allow faculty to do grading on the web. Janet has done some testing with moving sections from one part of term to another when students are enrolled but we need to do the final testing on this.
- . Limited testing in term ?
 - . It was agreed that Beth Bruder can try web grading with her in-house faculty for her in-house courses.

Active task requests

- . SHR2GRM update
 - . Has been assigned and is being worked on.
- . SFR2LST update
 - . Is in PREP. The programmers have not finished checking it out but Janet said that we could start our testing process. They were not able to put the waitlist in date/time order but have provided the date/time information on the waitlist. Janet was not sure how much of the time was reported.

Business Analysis/Work Flow

- . Total Withdrawal
- . Falling below minimum – International students, Athletes, Financial Aid
 - . Business Analysis was announced at the last BST to be a 3-session process with the first session scheduled for the week of May 12th.
 - . Be thinking of offices that may need to be included in the two processes. I will try to get a copy the UAF total withdraw process to the team so you can see what they have outlined. We included the Business office, Housing and Veterans as potential offices to include in the falling below minimum process.
 - . Ron suggested that we look at all kinds of correspondence when looking at workflow – to not restrict ourselves to just e-mail, but also think about faxes, automated phone calls, etc.

Web setting of SFRSRPO by faculty

- . UAA is currently surveying faculty to see if this is a functionality that they would use.
- . It is desired that we test this functionality so if others would like to use it we are familiar with the process and what it can do and cannot do.

Transition from Voice Response

- . Discuss memo from Ron Illingworth to Bernice Joseph and Ron Slominski

- . Suggested that people start the process of identifying what needs to be done to when there is no VR for grade checking. Start thinking about costs in people time as well as additional expenditures for postage, paper, envelopes, etc.
- . One of the transition activities is to notify students about the fact that VR will no longer available for grade checking. What are some other transitional activities?
- . We need start a document containing information about the current usage of VR by the students. Then the challenge will be to get this to the appropriate parties, if there is a chance of changing their minds about this decision.
- . It was asked if any one has statistics on grade checking. Janet had to leave early so we do not know the answer to this.
- . Definitive dates for VR shutdown
 - . None has been given as of this date.
 - . If the desire is to shutdown at the end of the calendar year, then it either needs to be shutdown in October or in February but not in the middle of registration and grade checking. Our understanding is that we could not use our current system once we convert to 6.0. If that is the case, then we would like to have it shutdown at the end of fall 2004 registration. If that is not an option then it is desired to have it shutdown in February, 2004.

Next Registration Work Team meeting is May 19, 2003 at 1:30 pm

Colleen