Catalog and Class Scheduling Focus Team Meeting Minutes 4-05-01

Present: Carolyn Alexander, Richard Boyd, Beth Farokhi, Charles Gilbreath, Jonette Gowan, Dan Hammond, Rebecca Harrison, Cherise Peters

Absent: Bill Andrews, Sue Fagan, Jennie Grinnage, Lori Howard, Tricia Rackliffe

Dan Hammond called the meeting to order. The minutes of the meeting of 3-22 were approved on a motion by Beth Farokhi and a second by Jonette Gowan.

The minutes of the meeting of 3-29 were approved on a motion by Carolyn Alexander and a second by Rebecca Harrison.

Jonette distributed the catalog she created from Oasis data, which she loaded into Banner. It is not in T-lab, it is in the CONV instance, so it cannot be viewed by the group. If you would like to look at the data on line, go to Jonette’s office, or call her, and she can come to your office. Jonette will need the rules for the contact hours to populate the field. 99 is on Oasis, but this is not an appropriate value for Banner. Contact hours in Banner is a computed field; it is not what is reported to the Board of Regents. The lec hr low and the lab hr low are what is reported to the BOR. CCSL is class (2 characters). Level is grad (G) or undergrad (UG). SCHD is schedule type, such as lab, unsupervised lab, etc., which is a delivered table.

Jonette explained that what she had passed out was the first pass on reporting from the database. She mentioned that this report can be modified to add whatever the group might want, such as a count by page. Jonette requested that the group go through the reports that she provided and review them:

1. Did all of the courses get picked up?
2. Are the courses correct? --title, number, correct credit hours, correct level
3. Are the titles and long titles printing correctly?

The reports she provided contain all active classes from 1998/04 forward. If a course had a “D” (discontinued), it was not included.

The regents’ code is not entered. It is translated from a table.

As we discussed last week, there is no place for Authorization.

Jonette can make across-the-board changes as necessary. An example of such a change might be adding G to level to indicate that all undergraduate classes are open to graduate students.
Jonette will be in all next week. She will be loading the course description next week. Her next project will be to work on transfer credit, and then she will roll a Fall schedule in May, so she will need everyone’s changes to the catalog by then.

Regarding the upcoming meeting schedule, Dan will send out an email asking the group if the following dates at 2:00 will work for everyone:
- Monday, April 16
- Monday, April 23
- Thursday, April 26

Carolyn discussed her responsibility for monitoring the progress of the group toward achieving the action plan tasks. She will be using part of the weekly meetings to gather this information. Dan will ensure that a sign-off sheet is provided for each task, and this sheet will be signed when the task has been completed. Wanda Taylor will put the sign-off sheets together by focus team.

Percentage completion figures gathered at the meeting will be forwarded to John Pratt. John will input the figures, which will update the entire action plan, since many tasks are interrelated with other focus teams’ work.

It was decided that signing-off on a task does not mean perfection. It merely means that the task has been reviewed to the best of our knowledge.

The meeting concluded with the group reviewing the tasks with 4-13 completion dates, and assigning a percentage completion figure to each.