Catalog and Class Scheduling Focus Team  
Minutes  
April 16, 2001


Absent: Charles Gilbreath, Rebecca Harrison, and Tricia Rackliffe

Approval of Minutes from April 5, 2001
The minutes of the April 5, meeting were approved as amended. The next to the last paragraph was amended to “It was decided that signing off on a task means that the task has been reviewed to the best of our knowledge.”

Report on SCT Summit Conference
Dan and Carolyn reported on their trip to the SCT Summit Conference held in Toronto, Canada. Carolyn stated her discussions with other schools that implemented Banner were interesting and most schools emphasized project plans and the organization of Georgia State’s implementation is organized the way other schools were organized. Carolyn reported attending the summit gave her the bigger spectrum on Banner.

Dan Hammond described the conference as being held in a place similar in size to the Georgia World Congress Center. Dan and Carolyn attended several sessions that were related to implementation and were advised to make it as “simple as possible”, and to take the time to think about opportunities to change the way things are done. He gave examples of how other schools handled their implementation and dealt with different issues, such as implementation team meetings twice a week, with no substitutes allowed, and allowing no vacations. Attending the conference gave both Dan and Carolyn an opportunity to hear issues from other schools and find out how they are doing things in Banner. It especially provided contacts from others schools for further communication as we implement.

Report from team members about OASIS Catalog in Banner
Jonette reported about the catalog data she has loaded from OASIS into Banner. She has pulled it into a spreadsheet (separated by college) for the schedulers to review and provided a copy. This included repeat limits, which defaults to 98. She will change the level for graduate courses to “G” only and “UG and G” for all undergraduate courses. This Master Curriculum data has been loaded in the “CONV” instance of Banner. By Wednesday, “CONV” will be open to everyone with a separate icon for access to view. Jonette said one table needed spread by department to make sure courses are worked. Once this table has been signed off, Jonette will put it in production and no one will be able to touch it. The schedule needs to be finished by May, but Jonette can push the deadline to June. The Team needs to differentiate between supervised vs. unsupervised courses. Jonette asked if anyone sees something blatantly wrong, please let her know and she will correct it.

The team may want to make a proposal to get Kathy Prager to help with validation tables.

Format/Standards for Catalog Text
The team agreed on the following as the format/standard for entering catalog text.

- Long title (All caps)
- Prerequisite/prerequisites (if single -singular, more than one-plural)
- Co-Requisites (Dan will ask Susan Fuller about University data standards for using hyphen with Pre and Co Requisites
- Description: upper/lower cases, first word cap. (Dan will discuss with Susan regarding standards for tense)

Jonette will have updated catalog text by May 1.

Validation Tables
Dan distributed the Validation Forms Completion and Approval Document, which will be used to keep a record and track changes and other information gathered. All finalized forms for each table/form will be kept in the Banner Office in a notebook Dan developed. The form was amended and is attached to these minutes.

Dan distributed handouts on additional tables and forms. At the next scheduled meeting, the team will look at catalogs and tables together and try to make as much progress as possible to clean up.

Recorded by:  
Wanda F. Taylor