
There was a motion to approve the minutes, as amended, by Bill Andrews, and seconded by Sue Fagan. The group approved the minutes as amended.

Jonette announced that she had made changes to the titles, making them upper case. She has also added “same as” to the description. The / is too hard for her to do, and the colleges will have to data enter this. In addition, she has loaded four class schedule courses, one for Business, Education, Health Sciences and Arts and Sciences. The term is 200208 and the CRN's are 80000, 80001, 80002, and 80003. The group was asked to review this information and give feedback to Jonette. This data only exists in convert. Tlab is being upgraded to 5.X, but none of the table data should be affected.

There was further discussion on the grade mode, carried over from the previous week's meeting. The group might be open to find another way to handle the “y”. The “y” is used when a student gets a grade for the first course of a two-course group, but does not get credit until the second grade is received in the Spring semester course. Both grades combine for credit for Spring and Fall. A modification to Banner might be required, or possibly a policy change. Dan was to check with another Banner law school to see how this is handled. He will also meet with Karen to see if a work-around might be possible.

In response to a question, Jonette reported that every college would roll after the first Fall term (200208). A question still remains as to whether to include WF in satisfactory/unsatisfactory grade mode. It was agreed that incomplete would need to be added to satisfactory/unsatisfactory. The group agreed that it was satisfied with the grade mode table as proposed.

For academic history, you will need to have grades for graduate, undergraduate, and transfer for semester and quarter.

Beth requested that, in future, Wanda's chart be continued in the minutes.

Carolyn brought up the homework assignment. On the project plan, we will start on the catalog application forms. Begin with the basic course form. Make sure that all the colleges are applying the form in the same way. Take note of navigation and ensure that all procedures are in line.

The group's approach will be to talk the form through, field by field.

To navigate, tab from subject to course to term. To navigate blocks, click in the block or hit block, next. Subject is a four-character field, but not all four characters need to be used. You can double click to see the valid subject codes. Term is key. If term is unknown, view existing courses. This can also be done with the wild card, %.. If the subject is blank, and you click on it, term will not populate.

Jonette reported that Tim Woltering requested that every course have a title, and the “no title” not be used. For transfer courses that do not equate to GSU courses, nothing is printed on the transcript now. Nor does a title print on Pace in this instance. GNCR, ELEC and CRS are generic subject codes. Dan will check with Admissions for documentation.
The CRS number is four digits. It is possible to add an A or a B as a fifth character. You are permitted to type in up to 30 characters, but the system will not let you save. (The context of this last sentence is not clear to me. Is this referring to the CRS number field or the course title field? If the latter, the point was more that although the system does not stop the typist from typing past the maximum 30 characters allowed, the system will only save 30 characters).

The question was asked, if a course is in Banner, but it has no description, would it print? Yes, it will print—as a blank. We would not want this blank printed in the hard copy catalog. In PageMaker, we would want to suppress these from printing, a modification to the catalog process. Susan Fuller will need to be involved in running this process to the database and testing it.

A policy will need to be written out for “K” and “H” usage, because we have had honors courses that weren’t H’s, and K in Science always means that same thing, but other departments can and have used it.

There was a discussion of the importance of the “from term”. You must create a new course when the title changes. When we tried to click on the copy button to test it, it would not work. It is possible that the fact that we were using the web version may have had an effect, but Beth and Carolyn are to research how to change a course title and create a new course for the next meeting.

Carolyn reviewed the project plan. We have completed the catalog tables. We have begun the catalog application forms, and soon we will begin the schedule tables.

There is a question of whether or not old courses on Oasis will need to be added to catalog.

Regarding the retreat, we still have not heard from Cornelius and Associates. The discussion of the catalog application forms field by field will continue at the next meeting. Jonette reminded everyone to check out the 80000 courses. The all day training will take place June 14 in 405 CS.

New business – training information needs to be provided to Winnie.

It was agreed that we want departments to have view access only (unable to change data) for catalog.

The meeting adjourned at 4:17.