Minutes
Catalog and Class Scheduling Focus Team
June 21, 2001

Members present: Carolyn Alexander, Bill Andrews, Marilyn Crouch, Charles Gilbreath, Jonette Gowan, Dan Hammond, Rebecca Harrison and Tricia Rackliffe.

Approval of minutes of 5/31/2001 and 6/7/2001
The minutes of the May 31 and June 7 meetings were approved as amended.

Project Plan Review
With training last week, the Catalog and Class Scheduling Team is even farther behind in the Project Plans. Cherise and John have indicated they want the team to move forward and have the Catalog application forms completed by mid-July.

Meetings
To catch up on the project plans, the team agreed to change the way the validation tables are handled and scheduled the team meetings to twice a week on Monday and Thursdays. The Schedule module has 37 validation forms, 10 of which have been completed because they are catalog related, but will need to be reviewed briefly. Five have some impact by GA Mods, either provided or maintained values.

Carolyn and Dan will meet and review the remaining Schedule tables to see which ones may be divided up. The ones they feel they can easily complete, they will do so. The remaining tables will be divided up among the team members and brought back to the team at the bi-weekly meetings for discussion and approval by the entire team.

Starting June 25, the Team will meet on Mondays from 2-4 in 260 Sparks Hall and also on Thursdays at 2:15 for the next month or so. Most team members stated they would be here on Thursday, July 5, so the team will have a team meeting on that date.

Update on conversion issues
Jonette indicated two Schedule issues: labs and cross-listed courses. It was suggested to have a subcommittee meeting with Karen to discuss the many issues on Schedule needed to be addressed. For the most part, the team was comfortable with the Catalog issues addressed, including Grade Mode. A separate Grade Mode should be used that include letter grades and IPs. Trish indicated there should be another Grade Mode for IP that goes to numeric.

Catalog issues identified were grade modes and schedule type. Only UG level should go on undergraduate courses, UG, and G on graduate courses.

Rebecca will do research and have ready for the next meeting a report on how other schools handle schedule type for lab use and for reporting purposes. The issue concerns how courses containing lab components with multiple start times are scheduled and reported to the BOR.

Jonette will roll the cross-listed courses, but that they will not have the cross-list codes on them as you can't roll unique codes. This is a huge issue would need to be thoroughly discussed as a group.

Banner does not have a Screen 360 to check for authorizations. Preauthorized authorizations are not available. Authorization must be entered at time of registration. This is a major issue, which Jonette thinks warrants a modification to baseline if there is no easy work around.
Continued discussion of Catalog Forms
The team reiterated it was beneficial to work through the tables item by item. The team also indicated they understood how catalog tables are used from the training last week, but agreed issues might come out by reviewing the tables item by item.

SCACRSE
- Course level – if needed to change level - use COPY command. Banner does not keep track of what changes were made. Jonette will write a quick and dirty script to give a report on title, level and credit hour changes.
- Grade Mode - multiple grade modes are possible, but what shows on Banner Web for Faculty. Karen will need to look at Banner web.
- Schedule Type (has questions)
  Work Load – equivalent to credit hours and that’s all using. For variable credit hours- use the lowest.
- Partition and Room Attribute- (Ignore for now - Schedule 25)

SCADETL
- Co-requisites – banned first year (Ask Karen how it works behind the scene)
- Equivalent Course – for history purposes/Degree Audit, will go back as far as Academic History Has issues with PACE and usage
- Fee Code - would attach to course at catalog, not needed, used for special charges not tuition.
- Degree Attribute – May or may not needed depending on what Carletta is doing. Will need to ask if PACE will accommodate.
- Text –
- Transfer institution- don’t now what source is used for (Karen question)
- Supplemental Data - not used, still have questions

SCARRES
- Undergraduate courses should include GR at level restriction. All Graduate courses, including Law, should exclude UG at level restriction.
- Degree Restrictions

Jonette will go through OASIS (except level) for authorization indicators and find what courses have authorizations and apply to restrictions and translate as best as she can.
- Program restriction – question concentration in Major??
- Campus – nothing
- Schedule restrictions
- Term restriction when building campus restrictions

**SCAPREQ** – ignore, not done first year

**SCABASE** - used to purge file and will wipe course from schedule. Blanket changes for all terms

Rules – do not use this form. No one should have access to this form.

**SCATEXT** use to record why a change was made, documentation. Up to individual college on how to use.

Dan and Carolyn will work on having questions answered in the above tables by next Thursday’s meeting.