Minutes  
Catalog and Class Scheduling Focus Team 
Monday, June 25, 2001

Members present: Carolyn Alexander, Rick Boyd, Marilyn Crouch, Charles Gilbreath, Dan Hammond, Rebecca Harrison.

Monday meetings were scheduled to catch up on project plans. 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 met and reviewed the Schedule validation tables. At the initial review, Carolyn and Dan identified the ones they thought would not be used, ones they had questions if they would use, and just questions on others. Carolyn/Dan sent email to Karen for additional information and discussion. Only six were assigned to team members. Team members should review the assigned tables, identify codes, raise issues and bring back to the team for discussion, review and approval. Team members should contact other team members or Karen for additional information and assistance. Modification to baseline should be pursued if there is a need across colleges and another way of doing a task cannot be identified.

STVSAPR (Special Approval Code validation) was assigned to Rebecca. This table is in Catalog for information only. Rebecca might want to with check with Karen and/or Charles on how it is used in Schedule. It is a registration function. A question raised was in APPR if Y should be checked in the approval column or the override column. An issue was anyone with access could override.

Bill was assigned STVACCT (Attendance Accounting Method) and STVEVAL (Evaluation Question Code validation).

Beth was assigned STVBLCK (Block Code Validation Form). She should consult with Rebecca who had gotten some assistance from Sandra Beaulac in identifying codes needed for FLC.

Sue was assigned STVLEVL (Level Code Validation Form). Carolyn indicated this form is provided by GA Mods, but Sue needs to check and make sure.

Trish was assigned STVMEET (Meeting Time Code Validation Form). Rebecca questioned if this table was a short hand table for SSASECT.

Dan reported Georgia State was at the top list of priority for GA Mods from OIIT. The GA Mods update was delivered to Georgia State on June 8, but was useless without the entire product. We are relying on GA Mods to provide information for all the big tables.

Team members should provide feedback on the assigned tables at next Monday’s meeting, July 2. Carolyn or Dan will cancel the meeting, if not enough team members will be able to attend the meeting.

There were not enough team members present at this meeting to have a quorum and vote on the Schedule Validation Forms completed by Dan and Carolyn. The completed forms will be voted on at Thursday’s meeting. The following forms were completed and/or reviewed by Dan and Carolyn.

STVACCL (Academic Calendar Type Validation) – Carolyn/Dan had a question for Karen regarding its purpose. Rebecca thought it might be used by colleges in multiple terms.

STVATR(A-E) (Day Attribute (1-5) Validation Form) - assume not using need to confirm with Karen.
**STVCSTA** (Course Status Code Validation Form) Dan/Carolyn indicated the codes Active and Inactive would be used, but questioned if pending was also needed. Several questions were raised, for example, how would one know a course is added after Schedule 25. How to change from pending to active if added course is not given a room assignment. There will be a need for a major discussion of functioning without the queue. Questions were raised on how to let Registrar’s Office know of all the changes that take place. Rebecca stated she would have too many changes to send email every time she makes any. An audit trail issue was also raised regarding what courses made, or not, the bulletin.

**STVSSTS** (Section Status Code Validation Form) Not required by the system. Dan/Carolyn thought this might be a way to handle rollover function. Rebecca cautioned her college’s definition of rollover was a reaction to unmet demand and that by creating extra sections would create a resource issue.

Rick questioned the use of waiting lists. Dan explained that waiting lists did not work well in Banner unless Pipeline was used and that we would not be using it.

**STVDAYS** (Day of Week Validation Form) completed

**STVDAYT** (Institutional Type of Day Validation) question for Karen

**STDDIVS** (Division Code Validation Form) not using on course in catalog, assumption is will not use in Schedule. Jonette will dump information.

**STVSESS** (Session Code Validation Form) no impact on Banner is not a functional table but have to put codes in per BOR.

**STVMAJR** (Major, Minor, Concentration Code Validation) Dan and Carolyn will meet with Ellen Posey. This is a shared table, but the biggest problem is cleaning it up. Financial Aid and Admissions is waiting for this table to be completed.

Other tables completed in Catalog need to be reviewed by Schedule. Carolyn will bring those tables to Thursday’s meeting to review. At Thursday’s meeting, catalog application forms will be wrapped up.

After validation tables are complete, business processes will need to be developed. There is a lot to do between now and November in getting ready for group training.