Minutes
Catalog and Schedule Focus Team
July 5, 2001

Members present: Carolyn Alexander, Bill Andrews, Tim Crimmins, Marilyn Crouch, Sue Fagan, Charles Gilbreath, Jonette Gowan, Dan Hammond, Rebecca Harrison.

Approval of Minutes
Approval of the June 21, June 25 and June 28, 2001, minutes were tabled. Corrections should be sent to Wanda as soon as possible for cleanup and approval at the Thursday, July 12, meeting.

Meeting Organization and Procedures
Time was spent at this meeting handing out assignments. The bulk of work will be done by individual team members. Team members will be assigned tasks which they will review, identify problems, consult with Dan, Carolyn, Tim or Jonette, and offer possible solutions. The team member will present his/her report at the next scheduled meeting for discussion and approval.

Assigning tasks should eliminate the need for an additional weekly meeting, so there will not be a meeting on either Monday, July 09, or Tuesday, July 10. The next meeting is scheduled for Thursday, July 12.

Homework Assignment
Carolyn distributed a copy of the project plans with assignments for catalog and schedule procedures and schedule forms. For their assigned task, each team members will review and develop procedures based on Banner capabilities. Using bullets, team members should identify how a task should be done in banner, identify any major issues, and consult with Jonette and/or Karen, for ways to deal with the issues and how they might be worked out. For major, critical issues, Carolyn and Tim should be alerted as soon as possible.

Carolyn stated she would try to make assignments for schedule forms by Monday. She asked that for the schedule procedures, team members work on as much of the assignment as they can.

Rebecca, Charles and Tim are most concerned about the Queue and the team has to figure out what the queue does and how to handle those functions in Banner. The essential element is how to modify Banner if there is a work around.

Tim suggested team members start thinking about data and decision warehouse opportunities that could be offered in tandem with Banner.

Review of Tables and Forms

Catalog Tables and Forms
See attached validation table chart.

Carolyn thinks Catalog validation tables and forms are finished except what might show up on KD reports and she will start talking to other Focus team leaders on their status. Dan will double check status of catalog forms at the Tuesday’s Project Plan status meeting.

Schedule Tables (Report from Team Members)
Rebecca reported on STVSAPR (Special Approval Code Validation) and preauthorizations. After investigating the issue, she stated that there is a way to preauthorize students for specific CRNs in Banner on SFASRPO after SFAROVR is constructed each term. She has some functional questions for
Karen: Can a student be flagged before registration is open? Can departmental users have access without full access to registration? Is the restriction set term to term or can it be set for the end of time?

Once Rebecca confirms the process and receives answers to her questions from Karen, Rebecca will document procedures for the Schedule team to review. The Registration team would have to write procedures for the Registrar side. When the Cat/Sched team reviews and approves the documentation, Dan will provide a draft to the Registration Team for its review. A copy will also be submitted to Winnie.

Rebecca provided the codes for STVSAPR. Though the field can prevent a student from registering for the course, the different codes are informational only. Since so many individuals will have read access to the form, she felt that the list should be as detailed as possible. She also noted that the list need not match the Preq Waiv field at SCACRSE. The approved codes for production are: AA - Advisor, DE - Dean’s Office, DP - Department, HA - Honor’s Advisor, US - Undergraduate Studies.

The team reviewed STVPWAV and recommended changing Chair to Chairperson/Department detailing in the procedures that departments would decide which signature is needed.

Sue reported on STVLEVEL. A list was provided by GA Mods. Junior and Senior codes were changes using the translation table to JR and SR as currently used. The codes as approved and placed in production are:
00-Undeclared, AE-Adult and Continuing Education, CU-Continuing Education, FP-First Professional, FR-Freshman, GQ-Graduate Quarter, GR-Graduate Semester, JR-Junior, LQ-Law Quarter, LW-Law Semester, MD-Medical/Dental/Vet, SO-Sophomore, SR-Senior, UG-Undergraduate Semester, UQ-Undergraduate Quarter, VT-Vocational-Technical

The Georgia State vs. BOR definition of post baccalaureate was discussed. BOR defines PB as a student who has a baccalaureate degree who is taking first professional or graduate courses, but who is not working toward a degree. GSU’s definition is a student who has received a bachelor’s degree and does not wish to pursue a second bachelor’s degree and is limited to undergraduate course only. The team agreed GSU should match the BOR policy and Undergraduate Admission should change their application form.

Sue will write up the procedures for this table with a note regarding SIRS Level codes 51 and 60. If modified they will have to be translated for the BOR using ZOASLVL.

Additional discussions are needed on the definition of doctorals masters since Arts and Sciences appears to be using a different level than Business and Policy Studies.

When GA Mods are in, the team will need to review STVLEVEL. If Alumni is using codes, negotiation will be needed before the codes are deleted.

**Schedule Tables (Carry Overs from catalog (7))**
The seven following forms were approved at Catalog and needed review and approval at Schedule. STVCAMP, STVCOLLS, STVGMOD, STVSCHD, STVSUBJ, and STVTOPS. See attached chart for update.