Minutes
Catalog and Schedule Focus Team
July 12, 2001

Members present: Carolyn Alexander, Bill Andrews, Rick Boyd, Marilyn Crouch, Sue Fagan, Beth Farokhi, Dan Hammond, Rebecca Harrison, Tricia Rackliffe.

Approval of Minutes
The June 21, June 25, June 28, and July 5, minutes were approved.

Carolyn reported she would be out next week, but would check with Tim Crimmins to see if he would be on campus to chair the meeting. If not, she would ask if Dan should chair or cancel Thursday’s meeting. She will let the team know by Monday.

Approach to Critical Issues
Tim asked Carolyn to communicate the approach for critical issues. Critical issues should be approached as a team, researched and ascertained as to what could be done, getting specific data and cost analysis. The Degree Audit decision to modify PACE was used as a model for handling a critical issue.

Carolyn asked the team to please look at what Jonette has in CONV. Sue reported all the course information in Schedule in Tlab has disappeared. Dan thought that the DBAs might not be aware of the problem and he would check with them to see what happened.

Dan reported that BFDEV would replace CONV. CONV would only be available for DBAs.

Homework Assignments Catalog Procedures, Schedule Procedures, Schedule Forms
Carolyn stated she tried to balance the homework assignments based on assignments already given, level of difficulty and how important they were to the team members. If a table were assigned to a team member for Catalog, then the same table and procedure would be assigned in Schedule. Let Carolyn know if team members are not happy with their assignments.

Carolyn has questions about some of the assignments and needs clarification from John Pratt. Since the project plan was very generic, some forms might not apply to Georgia State and might not be used. She also asked that when developing procedures, team members start identifying access in terms of security, data entry and view only.

For Catalog assignments that were distributed at this meeting, team members should work on to the best of their ability and report at the next meeting. Rebecca will send an email to Carolyn if some of her completed assignments overlap issues given to other team members. After Carolyn meets with John Pratt, she will clean up the assignment sheet and Tim Crimmins will distribute it at next week’s meeting. If assignments are completed ahead of time, please send the documentation to Carolyn, so that team members can have time to review the proposals before the meeting. When writing procedures, navigation does not have to be included. Carolyn will review the procedures developed with Winnie and Cherise.

Report on Tables and Forms
Schedule Tables
Beth stated she would attempt to have a report at the next meeting.

Bill reported on SSAEVAL. He did not think the table would be used at Georgia State because there was an evaluation process already in place. Rebecca stated she recalled from an earlier discussion that this form was not for evaluating faculty, but simply to have the results of faculty evaluations on line. Carolyn
asked the team if the Reporting Team should look at the existing evaluation process and for post-implementation explore the development of an electronic version of the evaluation process. The Team voted and agreed to not use this form for Catalog or Schedule, but will need to know how to handle the existing process in Banner. Carolyn will ask Jonette to clean out all the code values in the table and leave it blank. If Alumni or Housing is using the table (means records are attached) then the data cannot be deleted.

Dan’s contact at Georgia Southern gave him access to their Banner web using a dummy ID. He will send to the team via e-mail the URL for GA Southern and the dummy ID to look at their web product.

Bill also reported he was checking with Charles to see if any other office other than Financial Aid and Veterans Affairs would need STVACCT (attendance accounting form). The form is not functional, informational only, and will not stop students from registering.

Catalog Procedures
Bill was assigned the procedure for the entry of new courses. He questioned if there was a need to develop a master curriculum form for the data entry of new courses and if this would be centralized in the colleges. It was clarified that at a previous meeting departments would not be allowed to enter new courses. Bill raised the issues if a new course form would need to be developed for the individual colleges or a universal one. Bill will have a report ready by next week.

When creating a course in Schedule, Sue wanted reassurance that data could be changed after submission and that departments could keep track and test if an error was made. After some discussion and looking at the screens, it was discovered that department does not shown at section, and changes does not roll down in schedule. The team believed anything changed at catalog would go forward and not back.

In response to Beth’s questions on Karen’s presence at the meetings, Carolyn clarified that Karen would not sit in on the Catalog Schedule team meetings, but any questions could be sent via GroupWise to Karen and she would respond. Carolyn said she would keep a list of all questions and responses.

Sue will develop the procedures for STVLEVL. Dan revisited and clarified the difference between class codes (STVClass, Academic History), course classification (numerical value) and student level. As a result, Dan will ask Jonette to remove freshman, sophomore, junior and senior from the codes approved and placed in production.

Rebecca distributed her report on catalog procedures for schedule type at SCACRSE. She will add the system definitions of the code values to the procedures. She reported three issues:

1. College users would have access to all University catalog records regardless of area.
2. College users need to determine if a credit hour change merits a historical record via the copy function. Jonette could do a report to track credit hour changes.
3. Should college users breakdown workload where multiple types exist? Rebecca and Lori did not think workload impacted anything.

Carolyn stated she wants to discuss with Tim and the project plan management how detailed the procedures should be. Team members now should just block out the high points, as Winnie will be writing the training manuals.

Dan presented his proposal on Grade Modes, which is how Banner groups assigned grades. Grade modes will be reviewed by the Academic History Focus team.

Schedule Procedures
Rebecca reported she has some ideas regarding the Queue file and has scheduled meetings with Phillip Mitchem for web interface and Charles for additional discussion and will report next week. She distributed procedures for Permit-Override at SFAROVR, authorization override at SFASRPO, and assigning special approval codes at SSASECT.) She also distributed and discussed procedures for schedule type at SSASECT for lecture/lab courses. Issues identified are:

1. Access issues for SSASECT concerning department versus college user (Oasis screen 082) are still being addressed.
2. Testing of Schedule 25 treatment of multiple sessions
3. Need to address printing order issues with multiple sessions. Banner prints based on day order, not instruction type order
4. Scheduled meeting times cannot be changed once students are attached to the course.

Sue distributed the first draft for the procedures for the cross-listing of courses. She cautioned she was not finished. She stated she hoped SCACRSE would show the cross-list code. An issue is how to divvy up cross-list codes across the colleges.

Beth stated she was working on tracking procedures and issues.

Tim will talk about the retreat next week. Directions and a map will be distributed.