

RUL ETD MEETING MINUTES

October 31, 2005

Attendees

Ann Montanaro	John Brennan
Rhonda Marker	Ron Jantz
Shaun Ellis	John Keisers
Chad Mills	Sharon Favaro
Mary Beth Weber (absent)	

General Comments

- Ann mentioned Erika Gorder will no longer be attending these meetings, but will continue to receive the minutes and contribute when appropriate.

Application (ETD system)

- Status of programming changes
 - John K said we can use existing ETD application ID's to preview programming changes as they occur.
 - Registration screen is being based on PdD/Masters application form. Fields used during registration into ETD automatically populate Application Form. (.RTF form)
 - Automated date needs to be removed from .RTF application forms. This field will be manually filled in when the form is approved and signed.
 - The Graduate School (GS) must approve an application (generated by registering on the ETD system) before the student can proceed using the ETD system beyond registration. This can be done according to John K.
 - The ability to save during each step in the process is in place.
 - Student users will be referred to in all ETD materials and within the system as "Students"
- The term "metadata" needs to be removed from all screens. New term TBD.
- Cataloging will provide the wording for all "metadata" help screens. Changes to Step 4 include:
 - "Name" becomes "Degree"
 - "Discipline" becomes "Graduate Degree Program"
 - Number of pages: examples will be forthcoming from Mary Beth
 - "Degree Date" – both fields are required. Currently, they are not.
 - Include only one "Subtitle" field
- Ann will speak with Dave Hoover about moving the ETD application to TAS.
- PDF's can be margin checked. Chad ran us through an example. The program indicates what page(s) fails the test and what the violation is.
 - Performing the margin test is part of Digital Publisher's process. Error report is sent to student and it is up to the student to fix the errors or not.
- During Phase I metadata will be processed into the repository without WMS (which is still in development). XML will be sent to repository.
- John K will get LDAP authorization from Chuck Hedrick.
- Chad will convert other graduate school forms to .PDF

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Student

- Student will review converted .PDF and send an e-mail to GS to confirm that .PDF is okay. John K. indicated this can be done. If the student does not like the .PDF they can make necessary changes to source document and upload again or ask for technical assistance.

Graduate School

- Ann will speak with GS to clarify what the steps and processes are that they need to perform within the ETD administration function. This includes the different levels of administrative functions required.
 - GS reviewer will only review the .PDF, not the original source document.
 - GS reviewer should not have the ability to upload changes to a student's thesis or dissertation. Their role is strictly review. All required changes should be uploaded solely by the student.
 - E-mail notification is part of the GS admin process.

Documentation

- John K will prepare technical documentation.
- John B will prepare user documentation.

Next meeting: Monday, November 21 1:30 – 3:30, TAS Conference Room