**SA Academic Advisory Meeting**

**Thursday, November 29, 2012**

Attendees: Brittany McCollum, Taryn Bayles, Roy Rada, Catherine Bielawski, Jessica Hammond, Michelle Bulger, Carol McCann, Nessly Craig, Melanie Berry, Joe School, Simon Stacy, Kathy O’Dell. Also in attendance: Yvette Mozie-Ross, Jack Suess, Arnold Foelster, Malama Burdusi, Pam Hawley, Ken Baron, Joe Kirby, Michael Dillon

1. **Review of SAAAC Project Summary Report** (A. Foelster)

**Onboarding of faculty is going well so that project has been closed**. Proper access is being given to new faculty now. There are still some minor issues that are being worked out with HR and departments.

**Adding specialization to the Advising Profile**: This can be done but it involves more work than originally expected. What will be the best way to display this? Arnold will work with some departments to make sure all needs are being met.

**Transcript being generated for previously viewed student**: this issue was resolved by taking out the old EmplID, hitting enter and entering new EmplID. Arnold will make sure training documentation is updated to reflect this.

**Discontinued stacks are showing in Advising Profile**: This was resolved last month. You should not see any discontinued students any longer. Cam you still search for an old student record in Advising Profile? If the student is completely discontinued you can not. You would have to view via the transcript. Pam will make sure that this is accurate by looking at some graduated students.

**Ensure ENGL Comp Req completed within 1st 30 hours**: Advising has been working on new communication and reports of students who are “at risk”. Advising is communicating with these students via email and they have also made advising notes for all these students. Advising hopes that it will become more automated in the future.

**Rolling Out of What If’s**: this has been rolled out. Several members have used this feature and are satisfied with it. This project will be closed out now.

**Developing ability for large departments to send emails to all majors**: Group has been created. Arnold will meet with Melanie Berry to make sure that she sees this group and is able to use. Her department also places milestones on their students. Once they have met, Arnold will bring this back to this group.

**Retirement of MAP**: Users who have used MAP in the last 6 months have been contacted to find out what information they require in order to provide a REX report containing this information.

**Phase II Scope Definition** – Assign Advisees to Advisor: Work group has convened and they have come up with a wish list of initiatives. Reporting around this functionality, best way to provide better multiple entry process by taking a spreadsheet and uploading it into SA, ways to make it easier for students who switch majors and who have incorrect Advisor information.

Any departments that would like to start using this functionality need to contact Pam so that she can sit down and train them understanding that there will be enhancements in the future.

Would like to be able to see the students who you have been cleared. Would like to have a column on the report.

Advising Authorizations are listed in alphabetical order by first name. Need to have them fixed.

Build out of Degree Audit: Graduate School is working on this and there should be a better update at the next meeting

**First Year Intervention**: Prototype has been completed. Lessons Learned Wrap up meeting in December. Will iron out any tweaks. Should be ready to roll out in the Spring 2013.

**Allow Faculty & Staff to Find Repeatable Courses**: this can be done. Some courses are not properly coded in the catalog. Repeatable and cross listed courses are not coded correctly in the catalog. Need to look at different ways that the class can be displayed. More work needs to be done on this project.

**Blackboard Grades**: no work has been done on this project. Need to look at this project and see if it needs to be re-prioritize.

Printing a class roster: Names are hyperlinks and they print out very lightly on the report. When new transcript software is installed you will be able to download the roster as a PDF and then print it better.

**Action Item**: Add this to FAQ on printing

1. **New Items for Discussion**
	1. **New Project Status Reports (J. Kirby)**

At the last meeting we had a stagnant report for project tracker. Now Joe has updated this report to be live. The different

* + Open projects
	+ Closed projects
	+ Future projects

Yvette asked if these reports can be imported. At this time they can not be. Possibly make them part of REX.

Next step could be to invite other faculty members to join the group so that they can see these projects

News items will be updated so that members of the group can

* 1. **Digital Measures (J. Suess)**

Replacing Faculty Annual Report. UMBC has purchased this software and is working on implementing this software. Will start with 8 departments as a pilot. Will preload all of teaching data into this software, loading all grants and sponsored data, loading a lot of demographic information, will be able to you will have to update service committees and academic achievements. Can load in CV and you can choose which format you want yours to be in. Susan Dawson has been hired to do training materials. Becomes a reporting agent that has all your information in it that anyone can access via REX.

1. **Student Concerns/Issues** (G. Calvin/B. McCullum)

List that was presented last week. Brittany asked if anyone has looked at the list. She will email list again indicating which issues are the most important on the list.

1. **General Discussion, Concerns, Feedback**

Roy Rada is not clear on the vision of Student Administration. Has posted a discussion point the User Group on myUMBC.

Jack answered that this committee was established to hear the concerns of faculty and work on these issues. Strategic goals should be established from this committee that can be forwarded to the Provost. Committee was established more as an arena for technical issues

**Action Item**: What are bigger issues that this committee wants to address in the future. Challenge to the committee members to come up with ideas.

Academic Programs pages on the catalog – some programs are not appearing on the catalog. New software will allow any new programs to automatically be updating the catalog from SA.

Course build, list of faculty – is there a way of trimming the instructor list when a faculty member retires or leaves. An RT Ticket needs to be generated so that the Registrar’s Office can deactivate the instructor.

Next meeting will be emailed. Molly to do a Doodle Survey with dates for Spring 2013.