**SA Academic Advisory Meeting**

**Thursday, February 21, 2013**

Attendance: Yvette Mozie-Ross, Steve Smith, Melanie Berry, Carol McCann, Nate , Brittany , Molly Burdusi, Pam Hawley, Arnold Foelster, Jack Suess, Roy Rada, Joe Kirby, Joe School, Ken Baron, Mariama Magona, Grace Calvin, Amanda Knapp, Jessica Hammond, Anne Brodsky, Sue Schneider (for Nessly Craig)

1. Project Updates
	1. Enhancements to Advising Profile (Photo and Specializations) (A. Foelster)

Arnold demonstrated the improvement to the advising profile. Added a photo of the student and also a column for specialization.

Melanie mentioned that she had requested the advisors name on this screen. Pam mentioned that it is part of the Advising wish list that will be reviewed during the Spring semester.

Committee enthusiastically approved these additions. Yvette would like to launch this by pre-registration. Need to work on communication to send out to the advising community.

* 1. Retirement of MAP (A. Foelster)

Information in MAP is from Spring 2009 and prior. Information is old and outdated. No one to support this system. Arnold reached out to staff that continue to use MAP to get an understanding of their data needs. Goal is to provide this information via REX system. Next Phase is to transition this to the REX team to have them work on developing reports. Once reports are created the MAP will be turned off. Data will always be there but not readily available to users. Committee agreed to this approach.

* 1. FYI Reporting (P. Hawley)

Will be available effective Friday, February 22, 2013. Good feedback from the pilot group. Question was raised as to whether it can email the advisor of the students who are assigned to them. Pam indicated this could be something that can be worked on later. Pam and Casey will meet to discuss additional enhancements to the FYI Reporting project.

* 1. Waitlists and Permissions (P. Hawley)

Students who were on waitlist and then got a permission number had to DROP their wait list class first and then register with the permission number. Pam indicated that with new bundle this will no longer be an issue. Student will no longer have to drop the wait list class.

* 1. Move from Permission Numbers to Student-Specific Permissions (N. Czarnota)

Moved to student-specific permission number because there was an Oracle bug that was not allowing permission numbers to work. Communication has been sent out asking that permission numbers no longer be used. The scheduling staff is aware that there are a handful of circumstances in which permission numbers are the best solution.

* 1. Display of Mode of Instruction in Schedule of Classes (N. Czarnota)

Effort to move the mode of instruction to the first page of the schedule of classes. Concurrently discussing what an online course is and what a hybrid course is. Confusing because some faculty are replacing some of their class time to work online. Also, working on defining what a hybrid course is. Hybrid is defined by supplementing some class work time with online work. This becomes a space issue because the class is being reserved for the week even though the space is not necessarily needed. SGA asked if it would help if they would ask students what they consider to be hybrid. Joe said this (definition of hybrid and online) needs to be done where it will benefit the Registrars Office. Jack said that if we can’t define it then we won’t display it? Jack wanted to know who expressed in this. Yvette indicated that the interest in displaying mode of instruction was expressed by this committee and John Fritz.

* 1. Catalog Management System/Tentative Timeline (N. Czarnota)

Course Leaf and Acalog are two companies that offer these products. Maintenance and publishing of academic catalog on an annual basis. Acalog appears to be the better company. Extracting data from Acalog is easier. Have follow up discussions that need to occur. Timeline is Fall of 2013 or Spring 2014. Easier to browse the catalog, save customized views per student. Question was does each dept have to post all their information into this new product. Nate indicated that they will be able to import the information from SA into the product? Carol said that cross listed classes do not appear in the catalog section in SA.

**Action Item**: Nate to check to see if cross listed classes appear in the catalog section of PS

1. Items for Discussion
	1. Archival/Retrieval of Historical Schedule of Classes/Term Drop-Down Options (N.Czarnota/P. Hawley)

Data warehouse team has a report that has been created that sends archived classes to the Library. How searchable does this committee want/need this report to be? This will be a REX report. Carol said she would need just her department courses.

There is a project that indicates the committee wants the terms be listed in chronological order rather than alpha order as delivered by Oracle. In order to make it chronological it would be a major modification. SOC drop down shows 7 terms right now. Pam suggested that there be listed at any given time any future registration terms, current term and immediate past session. Committee would like to keep it at a full academic year displayed as long as the current term is the default term. This will not be changed until the REX reports are available.

**Action Item**: Pam to investigate whether the search button can be moved in the SOC higher on the page.

* 1. Archival/Retrieval of Historical Class Rosters (N. Czarnota)

Nate reported on the plan to archive historical class rosters. Carol noted that it is impossible to get a class roster for a cross listed class right now. Carol would like to see credit hour for each student.

Any suggestions, send Nate emails.

* 1. Display of Repeatable for Credit Attribute in Schedule of Classes (A. Foelster)

Want student to be able to see in the SOC that the class is repeatable. Want a systematic solution not just a blurb in the course description. Yvette asked the committee whether this is an important enough concern to the whole committee so that we take on this project. Carol suggested that they explore what Acalog offers and can it be handled with them. If not, then our IT will take it on.

**Action Item**: Arnold and Nate to explore whether there is something that can be address using Acalog.

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

Meeting scheduled for February 26th to go over the student concerns. In general, students like the way Blackboard looks now. Students still have issues with navigation in PeopleSoft. Generally hard to get from one part of PS to another.

1. General Discussion, Concerns, Feedback
2. Discussion Items for Next Meeting (Monday, March 25 @ Noon)

Jack would like to show the Mobile App – Jack

Updates on College Scheduler – Nate

* 1. Making Advising Notes Available to Students (K. Baron)