SA Academic Advisory Committee (SAAAC) Meeting

September 23, 2013

**Minutes**

Attendees: Yvette Mozie-Ross, Jack Suess, Joe Kirby, Joe School, Michael Dillon, Amanda Knapp, Jessica Hammond, Ken Baron, Kevin Joseph, Michelle Bulger, Nate Czamota, Steven Smith, Melanie Berry, Catherine Bielawski, Hannah Carter, Mariama Magona

1. **Project Updates (Y. Mozie-Ross)**

Update on all Open Projects from PT

* Open up Advising Notes to Students – Focus Group led by Ken Baron. Arnold and Ken will provide updates at next meeting
* Graduate Degree Audit – underway. Going well.
* Assign Advisees to Advisors – Pam leading effort. Has a work group from academic departments. Moving along very well. Focusing on reporting and facilitating the assign advisee changes when student changes major. Will report at next meeting.
* English Comp completed – Policy has been approved by faculty. Yvette will pull together the group this week to review status of effort and hopefully close out the project.
* Communication to large groups via distribution lists and myUMBC group. Melanie has not been able to use this. Will try the functionality and report back to the group.
* Faculty access to historical rosters – Nate will report at this meeting
* Transcript being pulled up for prior student – a training issue. Arnold is updating the training material on confluence.
* System to view course transferability from other colleges – Steve Smith to report.
* Mobile enable the SA system – Joe to report
* Allow Faculty & Students to find repeatable classes – not available in schedule of classes or catalog. Does this group want to pursue this modification? Solution would be to write a report of all old classes that do not have this description. The description can be updated in SA course catalog.

**ACTION ITEM:** Create a report of repeatable for credit classes and manually change the description in the schedule of classes and the catalog. Share with this group the results of the report and see what the next steps will be.

* Blackboard Grades – no update per Jack.

1. **Update: Mobile Solution (J. Kirby)**

Showed the mobile application to the group. Soft go-live for Winter session. Only opening it up to winter students intially. Revamping myUMBC to be mobile – Summer of 2014. Access on your phone will not be through an application but through the web. Leveraging what is in Highpoint to use in myUMBC mobile app.

1. **Update: Archiving of Historical Class Schedules (N. Czarnota)**

Nate updated group that report is being worked on. Waiting to fill open IT position in Registrar’s Office. There does not seem to be a sense of urgency. Can see 2009 records and forward in PeopleSoft.

1. **Update: Effort to Improve Facilitation of Transfer Credit Evaluation (S. Smith)**

New College Source – subscribing to new system called Transfer Evaluation System. Student can search by college and then course selected. We will be able to take all our courses and TES will load them to our website.

Plan for a consultant to come in to look at rules building to allow for more efficient upload and evaluation of transfer coursework. Need to fill the Transfer Coordinator position in the Registrar’s Office first. Anticipated to be up by the end of this Fall semester.

1. **Discussion: Registration, Waitlist and Multi-Component Courses (S. Smith)**

Steve discussed Wait List issue. There is an Oracle bug that with certain classes students can get skipped from the waitlist. Had to stop the auto enroll and do it manually. Now Registrar’s office manually pull list of these particular classes and review to make sure that if a student is on a waitlist they will be enrolled in the class and then the auto enroll will be run. Oracle attempted a fix but it did not fix the problem. Options are that we continue doing things manually or discontinue the use of multi-component courses. Will be testing other options during the next semester until Oracle can come up with a fix. Only happening to multi-component courses.

Jack suggested that if we write up a Business Case to Oracle it should bring it to Oracle’s attention since we have a Platinum membership.

Registration issue - Oracle is unable to figure out why this issue is occurring.

Enrollment Sync process provided by Oracle. Must take down registration for a few minutes.

**ACTION ISSUE:** Write up the issue and share with this committee. This will help all understand what is going on.

1. **Discussion: Career and College Readiness Act/ Implications for SA (Y. Mozie-Ross)**

Latest legislation SB 153 – military credits andSB 740 – requiring that each program establish milestones and indicate whether student is meeting these milestones. Yvette and Tony Moreria are coordinating efforts at the campus level to ensure compliance with these new requirements.

Diane Lee’s area is working with academic departments to address the pathways and milestones requirement. Yvette working with IT to see what SA can offer to support this effort. Pam feels there may be something in the new Bundle addressing this.

Jack suggested that we bring this topic up again at future meetings.

1. **Student Requests/Concerns/Issues (Student Rep)**

Nothing at the moment. This is their first meeting so it is more informational for them. They will research and return at next meeting with any concerns. Jack suggested that SB740 be bought up to the SGA to get some ideas from them.

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

Jack has been working closely with Tony Moreira on the course evaluation project. Committee formed and have done a pilot evaluation. There has been some feedback that has raised concerns. Implementation questions and concerns. Committee will continue meeting this Fall. Jack will share results to this group as updates become available.