**SA Academic Advisory Meeting**

**Thursday, October 25, 2012**

Attendees: Amanda Knapp, Brittany McCollum, Catherine Bielawski, Jessica Hammond, Michelle Bulger, Nessly Craig, Steve Smith, Melanie Berry, Joe School, Simon Stacy, Anthony (?) . Also in attendance: Yvette Mozie-Ross, Arnold Foelster, Malama Burdusi, Pam Hawley, Ken Baron, Joe Kirby, Michael Dillon

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

Arnold displayed all the projects in project tracker.

* One project is MAP. Betty Blanchette is compiling all the reports that are being used now and notifying the people using these reports. MAP will not be retired until all users have been notified.
* Transcript being generated for previously viewed student. PeopleSoft is retrieving the previously used ID because it is still in memory. You should delete the ID and refresh the page.
* FYI is in progress. In a prototype status with 4 departments.
* What If’s has been rolled out.
* Add specialization to the Advising Profile. Still working on this project.

1. **New Items for Discussion**
   1. **Display of “Repeatable for Credit” Course Attribute in Catalog and Schedule of Classes (Steve Smith)**

How do you determine whether a class is repeatable for credit? As a workaround it was put in the course description for each course. It is currently in the SA course catalog database but it is not viewable by students or advisors. Is not available through the schedule of classes. Is there a way to make this viewable through self service? Is this something important enough that we want to take it on? From an advisor and student viewpoint it is crucial according to committee members. Pam suggested that these courses be tagged with an SA attribute. Field is available in Degree Audit and works in the calculation of credits. Suggestion was made that it also show up to how many credits it can be repeated for.

**Action Item:** Arnold will add this to project tracker and discuss with his team.

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

How do we feel about making content from advisors notes available to students? Do we want to have an email sent out to the student once there is a note made? Why wouldn’t the students have a similar view like the advisors to their notes? That will be available but Ken wants to know whether there would be a way that the student would be notified when there are new notes on their record. All notes will be archived. Some expressed concern that some notes that were previously put in the advising notes should not be made available to student to view. Any personal notes handwritten cannot be subpoena but once you post notes to the system they are available to students should they request to see them. Committee members agreed that any personal notes should not be in the advising notes if you have not notified the student. There is a concern that making the notes more available would stop advisors from using the advising notes for fear that the students will see the notes.

**Action Item:** Ken can get the feedback from the advising community as to whether they are interested in having the notes available to students. He will notify this committee at the next meeting.

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

* **default options on drop down menus should be the upcoming semester!**
* need a better way to search for electives (generally, improve search function)
* THE BACKSPACE BUTTON PROBLEM
* schedule is difficult to print out
* glitchy, broken at times (but some people find it loads fast and is really useful
* **can see dropped classes as the default option, want the default to be enrolled only**
* "it's confusing, but simpler than going to register"
* "it seems like there are some unnecessary steps"
* Being able to have 2 peoplesoft pages open on different sections without it forcing you to stay in only one.
* **Giving tips about which classes conflict as they are in your shopping cart**
* Searching classes based on professors' names
* Not having to start a completely new search every time; sometimes saving settings that won't change for a while: such as keeping the search for "undergraduate" always, since that wouldn't change for a while
* Being able to save searches
* Having the mini version of your already made schedule while searching - making it bigger and moving it to the side so you can actually compare classes and times
* Instead of having to click on the link to read the description, having it as a pop-up
* Formatting the catalog in a way where labs and discussions are indented or colored so you see the difference easily
* **Having your major's GPA calculated somewhere on you degree audit**

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

Next meeting is November 29, 2012