SA Academic Advisory Committee (SAAAC) Meeting

May 6, 2013

12 noon - 1 p.m.

AD 611

Minutes

Attendees: Yvette Mozie-Ross, Arnold Foelster, Joe Kirby, Michele Bulger, Melanie Berry, Amanda Knapp, Catherine Biewlaski, Mariama Magona, Jessica Hammond, Nathaniel Czarnota, Joe School, Roy Rada, Steve Smith, Taryn Bayles, Michelle Coleman

1. Project Updates (Y. Mozie-Ross, A. Foelster)

Arnold: Photo will be added to the front page of Advising Center. Is now in testing environment but should be in production by the end of the week. Yvette: Making advising notes available to students. There appears to be enough value added if set up in the proper way. A project has been created and Arnold and his team will begin work on this project. Another focus group will be created to hear concerns. If anyone is interested in being part of this focus group please let Yvette or Arnold know. Arnold and his technical staff will scope out this project. Jack asked what the matrix of success would be. This should be part of the focus group to make sure that this will be successful especially since this will be added work on the part of the advisor.

1. Discussion: Will Blackboard Interface w/ PS and Will Blackboard Be Mobile-Friendly (J. Suess)

Blackboard has a Mobile tool that is available for Android and IOS. Product would cost $25,000. It works fine in a Wi-Fi environment. Does not work well on a cellular platform except for Cingular. Would like to have a focus group to see the feasibility of this product. Responsive web design uses html and sizes content appropriately. Will introduce a simple myUMBC framework this Fall. A previous request was to be able to move information from PeopleSoft into Blackboard. Still looking into this possibility. Need to write a building block to be able to transfer information correctly. All we know now is that it can be done but no work has been started. If the committee still thinks this is important then a project can be opened so that it can be made a priority.

1. Discussion: Requiring Students to Acknowledge Understanding of Degree Requirements and Review of Degree Audit (A. Knapp)

Formal committee that used to hear academic policies and procedures. Would like to gain additional feedback. Question was raised whether the student should be able to clear themselves in addition to the advisor clearing them for registration each term. This will make the student responsible for acknowledging that they understand and are responsible. Would be a partnership with the advisor. Jack suggested that the Advising Center is all UMBC coded so it would not be a difficult thing that could be added. Arnold suggested that this be placed in writing in an RT so that more details could be included. Also, he has heard that there has been concern that information is not pushed out to students such as reminders that it’s time to register, that the student has been taken off the wait list, etc. Amanda will take this information back to her group for further discussion.

1. Discussion: Ability to Track Terms of Agreement for Incomplete Grades (A. Knapp)

Students are confused on the terms of getting the incomplete completed. Could there be an option for the instructor to add notes or agreement when they select Incomplete Grade that would detail what the student needs to do to complete the grade. Should also be something that is easily visible by student? Can an email be generated once the instructor has posted a grade of Incomplete? This will also help with students who were never enrolled in that class but get an incomplete grade. Overall there was a positive consensus from the committee to proceed with this project. Jack suggested for a short term solution IT can bring forward any incomplete grades into the next semester

Post Enrollment

Process that runs that selects students who have registered for a class that had a pre-requisite but the student failed the pre-requisite. An email goes out to the instructor to ask whether the student is truly not eligible for the new class they registered for. If there is no response or if the instructor says the student is really not eligible for the new class, the registration for that class is canceled. There has not been many responses from the faculty so students registration has been canceled. Steve would like to skip this step and only email the student indicating that if they don’t take action by a certain date then their class will be canceled. Question was asked whether this process will look at the mini sessions to make sure the student is enrolled in   
The process will not select those students who have already been given a pre-requisite override.

Committee has agreed that the middle step of informing the faculty member will be eliminated. Suggestion was that the faculty be notified when the emails will be going out to student just to give them a heads up. Can be sent to an advisor listserve as a notification.

1. Review of Student Concerns/Issues (G. Calvin/B. McCullum/Y. Mozie-Ross)

Nothing to discuss.

1. General Discussion, Concerns, Feedback

Nothing to discuss.

1. Discussion Items for Next Meeting (Next Mtg - TBD)

Will be in touch sometime in August on the Fall 2013 schedule of meetings.

Reminder: All SAAAC Projects are tracked, updated and monitored via the Project Tracker (PT) Report. The PT Report can be accessed via the SAAAC Group site in myUMBC.