SA Academic Advisory Committee (SAAAC) Meeting

October 23, 2013

Minutes

Attendees: Yvette Mozie-Ross, Pam Hawley, Cathy Bielawski, Nate Czamota, Steve Smith, Michael Dillon, Ken Baron, Joe Kirby, Arnold Foelster, Jack Suess, Melanie Berry, Hannah Carter, Amanda Knapp, Michelle Bulger, Anne Brodsky, Simon Stacey

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

 Review of all open projects

#385 - Grad Degree Auto Build – provide degree audit with certain graduate departments. Several departments have already started using degree audit.

 #717 - TES – working on cleaning up files to get the information to TES so they can move forward with making the system available.

 #718 – Move towards student permission – default has been reset so system gives student permission number. The option is still available if an advisor wants to use a permission number vs student permission number. If you use permission number it does not show who has granted the permission number. Nate considers that this project is completed.

#719 – Limit advising authorizations to appropriate advisor. Instead of locking down system, a protocol has been established that needs to be put in writing rather than assigning security. Working group will work on putting this protocol in writing.

#912 – Initially launch of the mobile system will be on Monday, October 28th. Will be available for only Winter Session. Links will be available through Summer/Winter web site. Want to keep it a soft launch. Want to monitor the usage first. Everything fully enabled by the end of Summer 2014.

#577 – Communication with large distribution lists – A myUMBC Group was set up for Visual Arts but Melanie has not had the opportunity to use this feature yet. Jack suggested bringing in Collier to a meeting to discuss how he is using myUMBC to communicate to large groups.

 **Action Item**: Bring Collier in to talk about how he is using myUMBC Groups to communicate with large groups of students

1. **Update: Assign Advisee Functionality - Effort to Batch Assign Advisees (P. Hawley)**

Two reports that REX developer is working on - One that incorporates existing report listing students who have not been assigned an advisor. Second report shows students who may no longer have their original major and need to have a new advisor assigned. Goal is to use this data to create a bolt on page for batch assignment of students to one advisor. This system will allow the history to be maintained when the student is reassigned to another advisor. Discussion on where this bolt on page should reside. Should it be on the advisor profile page? Most agreed that they view the profile page and that would be a good place to place this page. Can there be a way that would distinguish who was automatically assigned an advisor by default vs advisors assigned by a person manually.

1. **Update: Making Advising Notes Available to Students - Next Steps (K. Baron)**

 Focus group to explore moving forward with making advising notes available to students. Many universities are sharing the notes with students. Other efforts such as SB4870 and Senate Bill 740 are making this more important to implement. Focus group will look at - What various levels of access/sharing will there be? What added features will be needed to address advisors’ concerns?

1. **Discussion: Suggested Enhancements to Transfer Credit Report (M. Berry)**

If a student earned more than 60 credits at their prior institutions, the transfer credit report does not list the specific classes that were accepted in the maximum 60 credits. Pam suggested that the classes that were not accepted in the 60 credits would show a note that says that particular class has been “excluded”.

**Action Item**: Will add to PT. Can we note which classes were not accepted as transferred in the 60 credits.

1. **Review of Student Concerns/Issues (G. /Y. Mozie-Ross)**

Grace indicated that Steve Smith has hosted some sessions on CollegeScheduler that students attended and were very excited about. This program would integrate with SA. Student could go into the system and list what times and dates they were available and what classes they need and it would list in the student’s shopping cart which classes were available. Subscription based so we would pay by student count. Student would still need to go into their shopping cart and register for the classes.

1. **General Discussion, Concerns, Feedback**
2. **Discussion Items for Next Meeting (Next Mtg - Nov. 20 at noon)**