SA Academic Advisory Committee (SAAAC) Meeting

February 19, 2015

Minutes

Attendees: Jack Suess, Pam Hawley, Irma Willias, Steve Smith, Joe Kirby, Mike Glasser, Arnold Foelster, Molly Burdusi, Yvette Mozie-Ross, Michele Bulger, Amanda Knapp, Julie Murphy, Melanie Berry, Ken Baron, Emily Stevens, Linus DasSarma, Mark Ebeid, Kevin Joseph

1. **Update: Syllabi Archiving** (A. Foelster/A. Knapp)

Digital Measures used to report classes you are teaching. There will be an option to upload a syllabi if instructor chooses to. It will be mirrored to be on UMBC website. DoIt is working on making it a more user friendly page on UMBC. Arnold will forward to Linus so he can present it to SGA. Linus will be meeting with Towson because they want to collaborate with them about archiving syllabi. Linus asked if there could be a link from the class schedule on SA to take them to the syllabi. Next Thursday, February Linus & SGA student from Towson will meet to discuss this project.

1. **Update: Incomplete Grading Project** (A.Knapp/A.Foelster)

Student will be given a contract detailing what student needs to do to complete a class where they have earned an I grade. They are looking at many different technical options. They will tie in alerts also. Arnold and Amanda will have a prototype by the late 2015 summer and present it to the group. If approved, it can be used for the 2015 Fall grading process.

1. **Update: Assign Advisees to Advisors – Programmatic Assignment Process** (P. Hawley/C. Putro)

Pam indicated there is a prototype that has been created and is ready to be tested during the March/April time frame. Pam will work with some pilot group to test this prototype. Right now Psych, Bio (small group), HAPP, Political Science, College of Engineering, Math are using this process. Once the student matriculates the department assigns an advisor to the student. The advisor will have a list named My Advisees and student will have access to see who their advisor is.

1. **Update: Provide Faculty Access to Historical Rosters and Class Schedules** (P. Hawley)

Kevin and the REX team is working with Pam to create a report to show classes schedules and rosters back to 2009 which is when PS started. Next step would be to look at legacy information if that is needed. Pam handed out an example of what the report looks like to get the committees approval on the style. This report now only shows Active Classes, not any classes that were canceled. Committee has approved the style and can move into Production. Email should be sent to Scheduling Coordinators, this group, Advising community and REX Announce to let people know this feature is available. Historical rosters should be ready by March or April to be presented to this group.

1. **Discuss: Display of class meeting patterns on class permission pages** (P. Hawley)

Pam attended the Scheduling Coordinator group and they indicated that they would be interested in this topic. Having the class meeting patterns available while the scheduling coordinator would make it helpful when they are doing class permissions. Group would like to see this move forward.

1. **Discuss: Display of instructor name on administrative grade rosters** (P. Hawley)

Currently the instructors name is not displayed on the administrator grading rosters page. Everyone is in agreement that this would be helpful.

1. **Discuss: Font in Class Roster Unreasonably Tiny When Printed** (A. Foelster)

Jeff Martens has indicated that the font on the class roster is too small and makes it difficult when the instructor is taking roll. Arnold will look into ways to make the font bigger when the page is printed. He will do some analysis to see what can be done.

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

Student has created a domain called Is UMBC Opened? Can the answer be answered through myUMBC? Jack will talk to Collier.

Students have been having problems with the Bursar page – can only add, delete but can’t change. I will forward this concern to SBA.

1. **General Discussion, Concerns, Feedback**
2. **Discussion Items for Next Meeting**

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.

**Next scheduled meeting is March 12, 2015.**

Notes:

**Can the email that an advisor sends from My Advisees page have the name rather than the campus ID?**

**Can we also, while looking at their advisees, the advisor can view who has not been cleared, that they can send an email to those students right away?**

**Can the list be more than 10 – 100? Can it be view all?**

**Instead of assigning an individual advisor can the student be assigned to a department instead?**

**Students have been having problems with the Bursar page – can only add, delete but can’t change. I will forward this concern to SBA.**