SA Academic Advisory Committee (SAAAC) Meeting

December 8, 2015

12 noon - 1 p.m.

AD 611

Minutes

Attendees: Melanie Berry, Catherine Bie, Pam Hawley, Linus, Arnold, Taryn Bales, Amanda Knapp, Athletics, M. desJardins, Arnold Foelster, Michael Glasser, Jeff Martens, Jack Suess

1. **Update: IPAS Approach & Plan**

Registrars Office has put forth everything needed to procure College Scheduler. Pam is waiting for contract to be completed through Procurement. We should be starting work in January. Jack indicated the other school who is using IPAS is University of Michigan. Jack is speaking with people there to see how they will roll out their product to the students.

1. **Update: Improvements to Unofficial Transcripts**

Just a reminder/update that this will be making the unofficial transcript look like the official transcript. Arnold indicated that they are looking for a March go live.

1. **Update: Incomplete Grading Project**

 When an instructor agrees with the student to give an Incomplete Grade to a student there will be an Advising Note indicating this, a summary for the instructor indicating what is needed from student. There will be a pilot group that will begin soon. Most of the pilot departments are in Computer Science. Amanda indicated that she and Pam will be working on a communication piece to send to the instructors. Jack suggested that a reminder be sent to the student when the expiration date nears.

**Take Away**: Arnold will explore the possibility of generating an email as the incomplete expiration date nears.

1. **Update: Permissions Page Updates**

This has been completed.

1. **Update: Open Advising Notes for Students**

This feature will be available by March, 2016, around the time that advising will be open for the Fall 2016 semester. Ken will be working on notifying more advisors. Only notes that have been made on March 2nd or later will be viewable. If a note was placed on the wrong student’s record, an advisor can submit an RT ticket to RR Records so that it can be removed.

1. **Update: Notify Students of Grade Change**

When a late grade change is made, there will be an email that will be sent to the student. Arnold will work with Pam on the timing of these emails. Linus asked if there was a reason given for the grade change that is sent to the student. At this point in time, PeopleSoft does not have that option.

1. **Discuss: Pre-Requisite Audit Process**

For students registered for Fall courses, there is a process that audits students that are registered for a class that needs a prerequisite. This process is done in July. Records Office advises the student to drop the course themselves. For students registered for Spring classes, there is a much shorter period to do this audit and give the student enough time to drop the class and register for another course. Pam suggested that another audit be done closer to the beginning of the semester. The audit process will never look at a student who is given an override to take the course. PeopleSoft has delivered new functionality in regards to Pre-Requisite audit. Jack suggested having a specialized advising note saying that the instructor is giving permission to the student to stay registered for the class while taking the prerequisite. Pam indicated that it would be better if a permission override is given with comments saying that the instructor is giving the student permission to take the class while working on the prerequisite. Arnold and Pam will meet to discuss options for tracking these students – maybe a checkbox that is marked to track those students. Arnold will have an update at the next meeting including a communication action plan.

 **Take Away: Arnold will research what can be done to flag the student. Will also meet with Pam. Pam and Yvette will meet on what needs to be changed to the audit process.**

1. **Discuss: Update Advising Profile to Show Student’s Primary Major**

Indicate which major will be primary or showing that a student is a double major. Right now the advisor can not see which major is the student’s primary major. Which major is primary effects what General Education classes the student has to take. This will help the Registrars Office look at the students primary major and make sure they have taken the correct general education classes prior to the student applying for graduation.

1. **Review of Student Concerns/Issues**

Linus indicated that students can list up to 6 majors on LDAP. Wants to know when or if the extra majors will be cleaned up. Jack indicated that they are currently working on this project.

Is there an update on the name change topic. Arnold indicated that Jill Barr will be sending out a communication with suggestions on what can be done.

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