

## **Academic Advisor Advisory Committee**

### **Technology Subcommittee**

#### **Meeting Minutes**

**February 8, 2007**

Members Present: Krista Jackson, Mary Leung, Darryl Craig, Diane Skidmore, Chris Knuth, and Maureen Smith

Members were asked to review the Recommendations for Undergraduate Advisement at Illinois State University and the subsequent Advisement Steering Committee Report to identify technological issues in the documents and attempt to prioritize tasks and goals. Diane began the meeting with a group discussion of what the members found relevant.

Two areas of the documents were initially discussed; enhancement of student's transition from University College to major departments and utilizing technology to make advisement more efficient and effective. Some of the ideas suggested in the documents have already been put in to place or are currently being worked on such as "Progress Towards My Degree" and the Information Clearinghouse. The group felt that since there were a number of additional improvements already proposed creating a "wish list" of additional issues would be counterproductive. Therefore the primary focus will be on the appendix of the Provost's Task Force on Advisement and the creation of the Advisor's Tab on the Portal suggested by the Steering committee.

Mainframe upgrades including adding advisor information to the SDAV screen were discussed. Maureen indicated there are significant differences of advisement strategies among departments on campus and suggested ideas of how to accommodate those differences. The availability of the advisor information (who they are, where they're located and e-mail addresses) to the student is strongly desired either through their current Icampus connection or through the creation of the "Advisor Tab". However, the ability to load the information in to the Mainframe is not uniform among all advisors on campus and would need to be addressed first.

The group felt the advisor and student tabs were great concepts and needed to be pursued, however, there was some question as to whether the project has been started and if so what stage it is in. Diane offered to look in to this, first by contacting Katy Killian and possibly Danielle Lindsey and then going from there.

There was a discussion of uniform access to mainframe screens among all advisors. It was decided that all members would bring a copy of their current permissible mainframe screens to the next meeting for comparison. Mary volunteered to contact Terry Raney in Evaluation Services to get a copy of the standard advisor mainframe/CICS transactions authorized by the University Registrar's Office and Diane volunteered to talk to Jess about accessibility of SRAV for all advisors. There was further discussion about future

creation of a finalized uniform list of advisor screens that could be forwarded to the Training Subcommittee to be included in the training manual.

The Information Clearinghouse was discussed. Although we had attended a meeting sponsored by the Registrar's Office some time ago, we were not sure what stage of development this new advising tool was in. Krista volunteered to contact Amelia to find out and report back at the next meeting.

Electronic student files and the differences of how they're done were discussed. QMF queries to dump data are used by some but not others. Krista and Mary volunteered to demonstrate their particular processes to the committee at the next meeting. Additional issues of security and student accessibility were discussed and will be addressed in the future.

Respectfully Submitted,  
Christine Knuth