Academic Advisor Advisory Committee --Technology Sub Committee

Meeting Minutes – January 10, 2008

Members Present: Darryl Craig, Deanna Deatrick, Jody Decremer, Ryan Gray, Mary Leung, Jess Ray, Diane Skidmore, and Maureen Smith

- Minutes from December 13, 2007 meeting were amended and approved.

- New committee members were welcomed and introductions made.

- It was noted that Darryl is now the only representative on the committee from UCollege. He will attempt to recruit from his colleagues.

- An overview / update of committee initiatives in 2007 was given.

  - Electronic Subwaivers – this project is in the "queue" of proposed projects being initiated by the Registrar's Office.

  - Advisor web based student record/notes system – Jess gave the "Project Charter Document" for the next phase of this project for the group to review. Bring comments to the next meeting. Diane will email a copy of the working document – listing all the mainframe information used by advisors to be included on the new screens.

  - Comprehensive list of Advisors and their contact information – Jess is working on the comprehensive list to be used by several campus entities. This can be used to post advisor contact information on student's ICAMPUS account. Jess indicated that processes would be put in place for updating the list 2 times a year.

  - Development of web based query system – similar to system in use from Purdue. This would enable advisors to more effectively manage their caseloads.

  - For future planning, we will want to inquire about the data from our committee question on the campus wide survey of advisors.

- Darryl Craig and Maureen Smith were elected co-chairs of the committee for the 2008 year.

- New ideas were solicited from new members for exploration by the group this coming year.

  - Explore using "Blackboard", classroom management tool, for student communication by advisors. CTLT training would be available. Patrick Sullivan will be invited to "Blackboard" present to the group on January 24th.

- Advisor use of Facebook. Perhaps a campus wide discussion about successful or unsuccessful uses and benefits/liabilities of Facebook use by advisors.

- Advising Blog – the English Department has developed an advising blog.

- Mary Leung brought up the issue of student photo access for advisors. Jess and Mary will meet to assist Mary in figuring out access for her.

Next meeting 1/24/08 @ 8:30 AM – Moulton 102.