Academic Advisor Advisory Committee --Technology Sub Committee

Meeting Minutes – November 29, 2007

Members Present: Darryl Craig, Chris Knuth, Diane Skidmore, Jess Ray, Krista Jackson, and Maureen Smith

Minutes from November 1, 2007 meeting were amended and approved.

Committee members met primarily to discuss the mainframe information previously compiled. Their hope is to eventually create a web-based advisement tool or "toolbox" to be used specifically by advisors on campus in lieu of the current mainframe system. They envision the toolbox to have different "drawers" of accessible information. Advisors on campus would be assigned access to specific drawers based on their particular responsibilities. There was some discussion by Jess to pay attention to FERPA guidelines and not make some unnecessary information available to a group that wouldn't necessarily use it as a whole. In those instances the few advisors that use that type of information would likely still access it on a mainframe screen. The group discussed each identified piece of information, the screen it could be found on, and attempted to categorize it into demographic, admission, transfer, education or academic information.

As the group progressed in the discussion, Maureen suggested possibly combining transfer information with admission information to cut down on unnecessary flipping back and forth. Other suggestions included adding information from screens SDAX and SDPL to the transfer information for the same reasons.

There was discussion about the use of the test results screen (SDTS) and the necessity of including it in the toolbox. It was decided the Compass Math Placement and Constitution exam scores should be included, but there was some apprehension from Jess as to the inclusion of ACT scores due to FERPA guidelines. Although students can receive automatic placement into higher math courses and honors courses as a freshman based on ACT scores, it may be necessary to access that information through mainframe screens. Further discussion will occur.

Maureen expressed concern about the inclusion of all the education (gateway) information in one "drawer" of the toolbox. She felt the volumes of information that are currently displayed would not be conducive to one "screen" or drawer. It was suggested that when it came time to create that drawer it might be a better idea to mimic what is already compiled and displayed on Icampus for current education majors.

Krista asked if it would be possible to add the gpa calculator already displayed for students on Icampus to an Advisor Channel. Jess seemed to think that could be done fairly easily.

Diane asked if the committee would be willing to meet informally next week to further discuss arrangement and inclusion of this information. She will send an e-mail out to see who could participate.

Next meeting 12/13/07.