AAAC Technology Subcommittee
November 6, 2008

Members Present: Darryl Craig, Jess Ray, Diane Skidmore, Maureen Smith, Nancy Jakubczyk

Darryl called meeting to order 9:00 am.

Minutes from October 9th meeting were approved.

- Discussion and Follow up regarding "Course Finder" and "Course Offerings"
    - Jess discussed the purpose and use of reference numbers during registration. Advisors concerned about the 24 hour delay when new course sections are added to when students' can see updates on iCampus.
    - According to Jess, some raw data has been collected as a starting point regarding student usage of "course offerings" and "course registration." Still waiting for data on "course finder." Forming a student focus group to determine how/when students are using course finder and course offerings is being considered.
    - Things course finder cannot do
        - Sequence the courses in each department (ex: ART 101, 102, 103)
        - Show open/closed courses (data is not live and is updated once a day). Courses will only show updates once a day unless manually updated in the system.

- Discussed sending out electronically important information students are not reading in their catalog.
    - Jess stated the emergency response information and self-reporting race/ethnicity is being looked at to be electronically sent out to all students (similar to FERPA and the drug and alcohol policy).
    - Including information sent out to transfer students regarding policies/procedures (course withdrawal procedures, pass/fail options, etc)

Meeting was adjourned at 9:55 am