

## Minutes from AAAC Technology subcommittee 3/8/07

In attendance: Diane Skidmore, Maureen Smith, Jess Ray, Darryl Craig, Krista Jackson, Mary Leung

Absent: Chris Knuth

Approved the minutes from original meeting on 1/24.

Approved the minutes of the 2/22 meeting.

Krista tried to get the database to work again, but failed to access it on her jump drive. It was decided to meeting in Fell Hall for the 3/22 meeting. Krista will reserve a room for post demonstration which will be done in her office. Her office is 391 Fell Hall. Reserved room to be announced.

Paper files verses electronic files discussed. FERPA could be an issue with online notes. It is important to understand what should and should not be written. Training may be necessary. This issue with this similar to the issues that K-12 schools have been dealing with recently. If electronic, need to clarify what data is actually needed in the file.

Investigation should be done into what other schools use. For instance, Heartland scans. Mark Vegter and Ryan Gray went to a conference where electronic filing was discussed. They may be able to share some information on what they saw and learned. Jess will check on this.

Web based imaging is being discussed so people can images from a web system.

Fact is that the departmental advisors are often starting fresh file when get a student from University College. Only use the UCA file if there is a problem.

Dually advised students often get incorrect or not accurate information from dual advisor. It would be great to know what each advisor has told the student. What information should be shared?

Before there is an investment in something that may or may not be used, it important to understand the advisors' preferred workflow processes. Maybe a place to start is a website with "Advisor's Best Practices." In this way, advisors know the technologies currently available. The problem is that this can become a headache for updating as things change.

Start with a place to keep notes that everyone can see. Training on what you should and should not write for FERPA purposes.

We would talk with Bill Cummins regarding storing data on serves.

Utilize Student and Advisor Tabs on iCAMPUS to provide a place for notes to be stored and shown to the student regarding meetings.

This raised the concerns that how do we decide what needs to be included on the tab and how do we ease advisors into the process.

"My advisor" tab could allow students to get information on what was discussed at their last meeting and appropriate actions they should be taking.

What can iCAMPUS do exactly? We want to be able to update information the student needs to know. Mark Troester can answer these types of questions. Should we invite Mark to a meeting?

Darryl mentioned that Purdue had a drop down web-based system for querying groups of students. AIS is working on something like this.

With the "advisor" tab, we could see information specific for the student. We could send information to a student or better yet a group of students that meet particular criteria. Advisor could list on "student" tab the student appointment day, time and notes. Clarification if mechanism is possible to do individual and bulk information inputting.

If this were to happen, it is important to get advisors input on what they want, what they would use and how they would it if it were available.

Mainframe screen may be changing to add UID on it for advisor identification.

For next time think a bit more about what we want on a Student and Advisor tab and what do we want it to do.

Meeting adjourned.