Minutes from AAAC Technology subcommittee 03/22/07
Fell Hall

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

Meeting began in Krista's office for a demonstration of "Electronic Files". The group viewed screens and information relevant to advising and the advantages and disadvantages of the current system being used.

Meeting was moved to 312 for discussion on electronic files

Web based query currently used at ISU is cumbersome and not user friendly.

Jess Ray suggested that we select the features that we would like and then we could check with ISU computing to see if would be a possibility to create a program that would hold all the features

A general list of "wants" would be compiled by this group and put forth by Jess.

A discussion was then held on important features that all advisors would like to have.

Some resources available for this group were discussed as to what features we not know about but would be valuable.

NACADA website was suggested as a good place to start. Several presentations have been made through NACADA's conferences on electronic files.

Darryl spoke of the "user friendly" system at Purdue. Several questions came from the group and Darryl clarified.

Discussion was held about contacting other universities in Illinois to inquire about their electronic advising systems. Mary Leung will contact Eastern Illinois University and Western Illinois University.

After initial information is gathered, it was agreed that this advisory group would compile the "best" suggestions and information for Jess to take to computing.

There was a discussion on having a place for "notes" and the possible violation of FERPA laws.

Jess Ray clarified some aspects of the FERPA laws for the group and the types of information that could be on the "notes" section. He also clarified the point as to who would have access to this information. Jess also clarified that all "pieces"

of a student record whether it is in one location or not, is still considered that student's record and is under the FERPA laws. Records created by the Alumni Office after a student graduates is not covered under FERPA.

Jess Ray indicated that the "wish list" that came from this group would be given to institutional technology staff to see what could possibly be completed and what could not.

This group is to send their "wishes" to Diane Skidmore

Minutes from the March 8th meeting were amended to add the last names in several places for clarification. Minutes were approved with changes.

Maureen Smith moved that the group would not meet on April 5th due to Advanced Registration. Diane Skidmore seconded and the motion was unanimously approved. Jess Ray will cancel the room in Moulton 102 for April 5.

Maureen Smith suggested that the group prioritize short term and long term technology goals.

Next meeting is Thursday April 19th at 9:00 in Moulton 102