

AAC Technology Subcommittee Minutes  
Moulton 102C  
April 3<sup>rd</sup>, 2014

Members Present: Allison Anson, Deanna Deatrick, Shauna Hoffman, Jane Koscielak, Patrick McNulty, Jess Ray, Ryan Gray

9:02am Alison called the meeting to order

Motion by Ryan to approve minutes of March 6<sup>th</sup>, 2014; seconded by Alison. Minutes were approved.

Old Business:

- UW-Madison note-taking system
  - Ryan demonstrated the note-taking system that UW-Madison created with \$120k in 2006. UW-Madison has used PeopleSoft as their student information system since 1999 and elected to create their own system for notes rather than customize through PeopleSoft to avoid issues with updates. Current note taking system has over 400,000 individual student records and they have had no major issues so far.
    - Ryan only has access to screenshots from their training materials and not the actual live system
  - During new student orientation, the initial advisor starts the student file in the system with basic information (directory, major, math test score, AP credit, transfer credit, first semester schedule). Notes and other information are then added to this initial file.
    - System is linked with PeopleSoft, and can pull information from the student information system without advisor manually entering it.
  - Each advisor's assigned caseload is pre-loaded in the system and each student can be accessed from a drop-down menu. If a student has multiple advisors on campus (i.e. Athletes, TRiO, etc.) those advisors are listed by name and contact information.
  - Other advisors can search for students by ID number and access and add notes
    - Different security levels can be added to limit access; other staff members can be given access (Admissions, Financial Aid, etc.)
    - UW-Madison requires all users finish 3 hour training on what can be entered and what cannot to avoid litigation/FERPA issues. UW-Madison indicated information in note system has only been subpoenaed once in a lawsuit and it was by an advisor, not a student.
  - UW-Madison also uses ImageNow, which can be linked to this note system. Files cannot be uploaded to the note-system (i.e. plans of study).
    - UW-Madison system is entirely web-based and can be accessed with any browser, which is why files cannot be loaded to it
  - This system can store unlimited number of notes with each note designated by date and meeting type. UW-Madison has drop-down list with 30-40 meeting reasons, but advisors can also enter in the reason for the meeting if it is not in the list. Advisors can search notes by keywords instead of reading through each note to see when a student was told a particular thing. Example, you can search by the word "transfer" and it will find all notes that include the word transfer.

- Notes are displayed in a small textbox, but can be printed in an 8x11 format that is easy to read. Can also be saved as a PDF to email to a student.
- UW-Madison staff is still determining whether they can/will sell it to us or just give it to us – no timeline when a decision will be made from their end, or how much (if anything) it will cost.
  - We will likely not move to implement a note system of any kind until after student information system is ready, likely Fall 2015.
  - If we do obtain this system, UW-Madison is willing to provide training materials and also live training either by coming to ISU, or doing SKYPE sessions.

#### New Business:

- Jess provided some LEAPForward updates
  - Less functional help needed with advisors, so less time needed from Ryan and Kirk. They still will give perspective and Kirk will be helping as they build the Records side of the system
  - 5 functional teams that are silos, but there has been overlap as they start to configure and build the system. Starting to build the Admissions side first so they can start to build the application.
  - “Subjects” could result in some changes to the way departments refer to classes. Example – instead of the Languages, Lit, Cultures department listing Spanish as LAN 111.15, it may be SPA 111.
  - Program/Plan/Subplan terminology will require a change in thinking on campus. Example – Program (College of Arts and Sciences)/Plan (Biology – B.S.)/Subplan (Molecular and Cellular). This may affect specific departments and how majors are titled.
  - Currently meeting with unique groups on campus to see how they can be accommodated in the new system. Example – COB with the MPA program where a student earns both Bachelor’s and Master’s degree; COE to look into how to integrate Teacher Certification requirements; International Studies to see how to integrate international student requirements; etc.

Motion to adjourn by Shauna ; seconded by Patrick.

Next Meeting: April 3, 2014

Respectfully submitted: Patrick McNulty