

## AAAC Technology Sub Committee

Minutes for meeting 9/20/07 at 9:00 am in Moulton 102

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

Welcome discussion for the first meeting of the semester

Can't approve minutes for the 5/31 meeting, no attendees

The tenure of this committee ends in December

Update on things other people are doing per Jess

- Electronic Sub-waivers – November deadline to see what can be done and answer the question can it be done. Concern is the backend, how are they going to be processed once they are received.
- Hypothetical majors – November – to be implemented in November via iCampus. AIS and the Registrar's office are working on this. Will not include Gen Eds etc, just the major. This is on track for the deadline.
  - 4 yr Plans go with this project. This is an EMAS project and goes with the Find Your Major website.
- Find Your Major Website – is live currently, but certain parts are still in progress. It's mostly there but portions are being tweaked. Amy Roser may be able to join us, Diane will ask her.
- Web Based Query – AIS has new software it is working with for this project. Not sure where AIS is at in the process. Bill Cummings is the person to ask. Would be for department and advisor use and provide static Queries that can be run from the mainframe. Queries may be limited in what they will do.
- Comprehensive advisor list – is in progress. This came from Jon Rosenthal at a meeting last week (the week of 9/10/07). Will be tied to the Registrar's website. Is to be completed by the 24<sup>th</sup> of September – database not possible due to differences across the board from department to department and office to office. Looking at possible online list. Getting it done so people can see the processes available for advising on campus. Could lead to a process like "My Librarian" concept for student information, but specific student communication would need to be determined.
- Advisor web based record info systems – AIS is looking at this. This is why the sheet of what advisors would want to see is important. The records would be pulled from CICS through a web browser. Hoping it becomes a web based process because it is an easier means of disseminating the information. Information can be more easily input, etc. due to pull down menus. This helps to be sure information input is correctly and more easily done due to programming making the translations between the systems. Currently AIS is doing test projects to see if there is a viable solution. They are working with CICS screens that are commonly used and to test it out. Would be applicable to advisors, just testing now. Later we would have input on what is made available to advisors, hence the importance of the sheet of important information advisors want. We should utilize the sheet with what we want to generate a best case scenario, ultimately what would wanted/needed to serve advisors. Issues with this are display verses updatable and where things go within the product.

How do we refine the information and not loose access to data? Use sheet, should we do this in meetings or on our own? Decided generally on our own and review in meeting. Maureen expressed a concern about losing access to information that is not used regularly in CICS but is still important to assisting students, for instance processes used just once a year or so that an advisor doesn't remember until it's needed. Jess explained that in general, running dual processes simultaneously is not a good thing and doesn't make sense operationally. It involves a trust issue

because individuals giving over control to the program/process. If it happens that an advisor needs something that is not available in final product, advisor would just need to call to get it. For compliance requirements there has to be a legitimate need for the information but with demonstrated need can request. Would certainly be dual process on a temporary basis for testing to be sure data need is able to be accessed through the final product and that the product works as it should, etc. The benefits of such a product would be ease of use and less training required to operate, easier information retrieval.

- Should investigate what other schools use in order to avoid “reinventing the wheel” if it’s not necessary. This can be difficult because this sort of product/program would be an internal product to which only faculty, staff, or students would have access. Trip, maybe to Northern? Diane has a contact and she will see if we can see what they use.
  - As far as our worksheet for what advisors want, take the information in chunks. For example: Education. Jess suggested that to really help programmers include the screen on which the information can be found in CICS. This will help the tech staff in creating the product.
  - Look at comparative schools like Ball State, U of Miami etc. Can find our comparative schools via Institutional Research – Darryl pulling this list. NACADA may also have this.
- Assignment – Look over the sheet and see what we’re missing from our sheet. Transfer days will help this process. For the Education portion, Maureen, Mary, and Darryl will look into what is needed from CICS.
  - Returning to question of the subcommittee ending in December, Jess said he will suggest this sub committee be extended and perhaps other sub committees as well. Jess also mentioned when asked that he reviews with AAAC what is going on with our sub committee at the meetings.
  - Meetings will be every other week at 9 am on Thursday’s.
  - Diane will also start updating our sheet with screens from CICS. She will also set up a time for Amy Roser to come to a meeting to discuss the “Find Your Major” website. In a related area, Grace Foote Johns asked if our sub committee a technology question for the campus survey. She wanted an open ended question. Our question – What would be a technological improvement that would help you do your job?
  - Finally, there are a number of new advisors on campus. Training committee is working on the issue of mentoring for new advisors. There is nothing formal yet. We should share our sheet with the screen with the Training committee to serve as a quick cheat sheet.

NEXT MEETING: October 4<sup>th</sup> at 9:00 am in Moulton 102