**SA Academic Advisory Meeting**

**Thursday, September 20, 2012**

Attendees: Melanie Berry, Nessley Craig, Carol McCann, Amanda Knapp, Roy Roda, Cheryl Miller, Michelle Bulger, Taryn Bayles, Jessica Hammond. Also in attendance: Yvette Mozie-Ross, Jack Suess, Arnold Foelster, Pam Hawley, Joe Kirby, Nate Czarnota, Michael Dillon, Ken Baron, Molly Burdusi.

1. **Welcome and Introductions** (Y. Mozie-Ross/J. Suess)

Yvette discussed the purpose of this committee for the new committee members. She explained that there was representation from each college on campus and that the responsibility of the committee members is to take back information obtained during these meetings to their respective colleges. Each committee member introduced themselves and indicated which department/college they were representing.

1. **Introduction of SA Academic Advisory Committee** - MyUMBC Group (J. Kirby/M. Burdusi)

Joe Kirby introduced the new SA Academic Advisory Committee myUMBC Users Group. Yvette’s desire for this user group is to have better and more transparent communication and information for the committee. Dates for all future meetings will be on this users group along with the agenda for each meeting. The members of the committee are also listed on this group as are the Faculty Suggestions that have been created during previous meetings. They will now be tracked through Project Tracker. A copy of this report is currently available on the user group but it is not a live report. Joe Kirby is working on creating a link so that committee members can see this report real time.

An email can be sent to each committee member when something is updated to the users group. This is managed through each member’s profile. They can indicate how often they want to be notified. Unfortunately, at this time, it’s an all or nothing. You can’t have different notification for the different user groups you may be a member of. Jack Suess indicated that DoIT is working on this and should have an update in the near future.

1. **Review of SAAAC Project Summary Report** (Y. Mozie-Ross)

Yvette handed out a copy of the Project Tracker report that Joe ran. The report lists all suggestions previously discussed in the committee meetings and their status. All new suggestions will be bought to the committee meeting and there will be discussion as to whether the suggestion can be acted upon.

1. **Retiring MAP** (A. Foelster)

Arnold indicated that the retiring of MAP was supposed to have happened in August, 2012. But it was discovered that there are several users on campus that still rely on this information. Arnold will identify the users, reach out to them to find out what information they are still using from MAP and find an alternate way of getting that information to them. Retiring of MAP will be delayed to the end of Spring 2013.

Michelle Bulger indicated she is a user that still uses MAP. She needs to see the drop date for a previous semester when a student is submitting a petition.

**ACTION ITEM:**  By the end of the Fall 2012 semester, Arnold will identify the users and methods that these users can retrieve the information they need.

1. **Update on FYI Reporting Functionality** (P. Hawley)

First Year intervention program moved to the SA system instead of an excel spreadsheet that was emailed to each department. Instructor will be able to check off which students need to have an alert/notification sent to them. All first year students will appear on the first screen of the newly created SA page. All other students will appear on subsequent pages. Pam indicated that they have been working on this project for a year. There will be a target group that will be testing this for the Spring 2013 semester.

Carol McCann would like to make sure that students identified by LRC needing notifications be sent to the correct department, especially when there is a cross listed course involved.

Another feature that Pam explained was that the students will remain on the system even into the next semester. Faculty can look back on students they requested intervention to see how they did in the class.

1. **Confidentiality Acknowledgement Process** (A. Foelster)

PeopleSoft SA allows users access to much more confidential information. Steve Smith has indicated that there should be some kind of confidentiality form that all faculty and staff should be required to sign so that they are made aware of their responsibilities. Arnold has been working on an online agreement that all employees will need to sign. Jack indicated that he didn’t think it should be an annual agreement but should only be done by new employees. The project has been delayed because they would like to also add Human Resources. Need to make sure that the document properly outlines the responsibilities for each

Carol McCann asked if graduate students who are teacher’s assistants will also be covered by this. Yvette indicated that all student workers in her department are required to sign a confidentiality agreement. Carol asked if Yvette would forward her a copy of that agreement so that she can use that for her student workers.

1. **Student Concerns/Issues** (G. Calvin/B. McCullum)

No student representation at this meeting. No discussion.

1. **General Discussion, Concerns, Feedback**

Carol McCann indicated that Faculty lists in the catalog for departments are not listed properly for affiliate faculty. Concern over timing of submitting corrections/updates for catalog. Yvette indicated that Steve is working on a new process. A communication will be going out in the next few weeks with the deadline dates for updating the next catalog. Nessly Craig indicated that there are times corrections need to be made after the deadline for submissions for the catalog. Yvette indicated that if it a major error that needs to be corrected that can be done.

Carol asked if data entry still needs to be done by each department. Yvette indicated any programmatic changes need to be done by each department. Nate Czarnato indicated he will be the person taking over responsibility of the catalog and that there will be a workflow that will allow a more streamlined approach.

Taryn Bayles said that student specific search in permission page does not list the major when it returns the results of the search. This makes it very difficult to find the correct student if there is more than one student with the same last name. She asked if there could be a “major” returned in the search results. Arnold will look into adding this field.

Melanie Berry asked if an item on the faculty suggestions list - adding specialization to student’s academic profile – had been completed. Arnold indicated that it had been completed but is not in production yet because he would like to present it to this committee first to get their input. He will present this at the next SAAAC meeting.

Tarn Bayles said she can not see a student’s historical schedule of classes. She needs to see a student’s previous semester to see the date a student withdrew from a class. Nate will print out what she needs for now and look into updating her security so that she can see this in the future.

**Action Item: Arnold to look into adding “major” in the search results of the student specific permission page.**

1. **Discussion Items for Next Meeting** (October 25, 2012 @ noon)

Jack would like to discuss Digital Measures.

Arnold will present the addition of a student’s specialization to their student profile.