SA Academic Advisory Committee (SAAAC) Meeting

March 12, 2015

Minutes

Attendees: Ken Baron, Amanda Knapp, Melanie Berry, Julie Murphy, Yvette Mozie-Ross, Mark , Joe Kirby, Jack Suess, John Kinnard, Linus, Pam Hawley, Steve Smith, Molly Burdusi

1. Update: Display Student Groups & Attributes in Advising Center (P. Hawley)

Student groups and attributes is live. Pam will meet with Yvette, Ralph and Mike Glasser to review which groups are no longer needed or that may confuse the user. Will try and streamline the groups. Some groups are linked to tuition charges and other program requirements and gateway requirements.

Pam will request an audit log of which groups have not been used in quite some time.to determine whether they should exist in the Advising Center.

1. Update: Provide Faculty Access to Historical Rosters and Class Schedules (P. Hawley)

There is now a REX report that will allow you to search for classes that were post 2009 but beyond what is accessible in self service.

The historical roster is being worked on now and Pam should be able to present to this committee at the April meeting.

1. Discuss: Display of Instructor Name on Administrative Grade Rosters (P. Hawley/A. Foelster)

This is still in an exploratory stage.

 Meeting times on class roster will be worked on next.

1. Discuss: Font in Class Roster Unreasonably Tiny When Printed (A. Foelster)

Arnold reported that the current version of PeopleSoft does not allow for photos to be downloaded into Excel where you can change the size of the font. Suggested that he creates a new printer friendly page that will allow the

Jack indicated that

1. Review of Student Concerns/Issues (L. DasSarma/Y. Mozie-Ross)

Group is exploring best practices at other school about using preferred name. Establish some protocol as to when it would be appropriate to use preferred name

Academic Planner is a bread crumb that leads to Degree Audit. Mark indicated that there were 2 buttons – one that takes you to degree audit and the other that takes you nowhere.

Linus mentioned that he has been reaching out to Towson University about syllabi archiving. They are also looking into archiving and Linus wants to know how much of what we come up with we can share with Towson.

1. General Discussion, Concerns, Feedback

Committee is very happy that the registration clearance page now shows the date that the student is allowed to register.

In assisgnment of advisor it is difficult to figure out when a student changes their major how to delete yourself from the student

Michael Glasser has noticed that there are some instructors that are not even employees of the university. The person is in the personal table but not the HR table. This allows for people who work at other universities but teach a class here. Even people who are no longer working here appear on the people table. Pam can inactivate these people but can not completely delete them.

1. Discussion Items for Next Meeting

When is it appropriate to use preferred name vs legal name.

Syllabi Archiving Update