

Academic Advising Committee Meeting Minutes
Wednesday, April 24, 2013
Stouffer Lounge, Memorial Union

Dr. Jim Barrett
*Ms. Joleen Briggs
Mr. Brett Bruner
Ms. Nikki Brown
*Mr. Kyle Calvin (s)
*Ms. Maggie Denning

Ms. Rachel Dolechek
Dr. David Fitzhugh
Ms. Nanette Fitzhugh
*Ms. Judy Getty
*Mr. Alex Hendee (s)
Dr. Robert Moody

*Ms. Linda Smith
Ms. Debbie Staab
*Mr. Kim Stewart
Mr. Jon Tholstrup
Dr. Patricia Griffin, Chair

*not in attendance

Call to order and approval of minutes – March 27

Nanette Fitzhugh motioned to approve minutes from March 27 meeting. Rachel Dolechek seconded motion.

First Year Experience Course Update

A virtual section has been approved for Fall 2013. The class has yet to be submitted for the F13 schedule, but it will take place. Contact has been made with the virtual college to try and move the process forward.

Freshman Pre-Enrollment

Freshman Pre-Enrollment started last weekend. We are encouraging the soft block however, there are going to be shortages for ENG 102 by the time we get to the second and third dates. ENG 101 and MIS 101 should still have plenty of seats and should be in good shape for all freshman.

Third Party Access

Students can give access to individuals for grades (same view as what student sees in TigerTracks) and financial information (same view as what can be seen under the make a payment link in TigerTracks). Third Party Access to go live on July 1. Austin Niehaus came to demonstrate the system. He and Jackie have worked on this program. Austin also did work on the teaching side of Tiger Central.

Student will access through TigerTracks under Online Services, Personality Information, Third Party Access. Austin then demonstrated the system.

TigerEnroll Pending Approval Discussion

Student submits course and you have moved their request to advisor waiting on student, what can the system do to notify the student?

Automatic email generation suggestions

- Preset email sent by the system, standard message

- Additional notes
 - Advisor can add additional notes, these notes and when email is generated and sent to student would then automatically be logged in the notes section of Tiger Central
- Send to student's primary and secondary email accounts
- Identify who moved the request to advisor waiting on student
- State the action the student needs to complete
 - Specification of courses that are pending
 - Only one email sent even if there are multiple classes pending
- Pull contact information for advisor into email
- Each advisor generating
- Email is from advisor
 - If a student replies to this email, the email will be sent to the advisor
- Timer
 - Drop down allowing for advisor to select the number of days student has to respond
- Patti will meet with Jackie Ruder regarding options

Thank you for serving

Thank you to all members departing the committee for taking time out of your busy schedules and for your service.

Congratulations to Robert for winning a Certificate of Merit from NACADA.

Next Meeting

Last meeting for the 12-13 academic year. Committee will not meet again until Fall 2013.

Adjourn

The meeting was adjourned at 4:42 PM by Dr. Patricia Griffin.