

**MINUTES**  
**Academic Advising Committee**  
**Thursday, February 6, 2014**  
**Trails Room, Memorial Union**

*Dr. Jim Barrett	*Dr. David Fitzhugh	*Holly Weiss, student rep.
*Dr. Suzanne Becking	Ms. Nanette Fitzhugh	Ms. Christa Weigel
*Mr. Brett Bruner	Ms. Judy Getty	Dr. Bradley Will
Ms. Nikki Brown	*Ms. Linda Smith	
Ms. Maggie Denning	Ms. Debbie Staab	Dr. Patricia Griffin, Chair
Ms. Rachel Dolechek	Mr. Jon Thostrup	

\*not in attendance

**Call to order and approval of minutes – October 24, 2013**

The meeting was called to order at 3:30 PM by Dr. Patricia Griffin. Approval of minutes for October 24, 2013 was postponed for the next scheduled committee meeting in March.

**Welcome and introductions**

Dr. Patricia Griffin welcomed committee members attending the meeting.

**TIGER CENTRAL: Updates**

Dr. Patricia Griffin reported Tiger Central updates to the committee. Since, Tiger Central went live; continuous updates are made to improve the Advising Notes System. Updates that have been completed and in process are as follows:

**COMPLETED:**

Contact Log: type, meeting type, referral type

Advisee List: chairs by advisor list

**IN PROCESS:**

Advisee List: Currently Enrolled addition

Email Advisees: Email deselect

Discussion was held regarding the updates; Dr. Patricia Griffin asked committee members for questions or concerns. A suggestion was made by Ms. Nanette Fitzhugh to possibly add a search function to filter one student and send an email through Tiger Central (add an option- 'email to log'). Dr. Patricia Griffin will address the suggestion with Travis Taggart.

**TIGERENROLL**

**IN PROCESS:**

Changes to course searches for upper division, short course, evening by time and a few others are in process for TigerTracks.

Changes to the course searches are expected to be implemented by next spring. A suggestion was made by Ms. Debbie Staab to add a Liberal Arts selection option. Dr. Patricia Griffin will

address this suggestion with Lucy Williams. A plan in the works is to merge the student portal and employee portal, and later the parent portal.

### **2013 FHSU Student Evaluation of Advising (handout)**

Dr. Patria Griffin reported that Department Chairs received results and comments from the 2013 FHSU Student Evaluation of Advising report as of Monday, February 3<sup>rd</sup>. This data is gathered in the fall; numbers have increased significantly. Discussion of the evaluation was held.

Dr. Patricia Griffin asked the committee for volunteers (advisors and students) to work on a summer project/ marketing plan addressing how to get more people engaged with the evaluation. A few areas on the evaluation to improve are career opportunities and understanding the process to change majors and/or advisors. Committee members interested in participating in this summer project should contact Dr. Patricia Griffin.

### **TigerEnroll Wait List Feedback**

Dr. Patricia Griffin reported that we successfully completed our first attempt this spring with the TigerEnroll Wait List. Committee members offered positive feedback from students, staff, faculty, Deans and Chairs. Plans are to move forward with the Wait List for future semesters.

### **Third Party Access Data**

Students can access Third Party Access in their TigerTracks accounts, Online Services; allows students to authorize another designee to view account balances, make payments and/or view grades. Third Party Access Data is a student's responsibility and has been successful as follows:

From our go live on 7/15, as of 1/27/14 - 10:20AM:

- \$78,424.32 in Payments Processed
- 189 Active, Confirmed Designees
- 988 Active Student Accounts
- Grades have been Accessed 1456 Times
- Financial Information has been Accessed 3325 Times
- Active Grade Permission's - 212
- Active Financial Information Permission's - 256

Top Relationships (Includes Inactive / Not Yet Confirmed)

- 1. Mother - 252
- 2. Father - 94
- 3. Spouse - 22
- 4. Friend - 9
- 5. Grandmother - 4
- 6. Guardian - 4
- 7. Grandfather - 3
- 8. Fiancé - 2
- 9. Case Worker - 2

- 10. Aunt - 2
- 11. Sister - 2

To promote Third Party Access, Jackie Ruder updated a summary of information page in the 2014 New Student Success Planner.

### **New Business**

#### **ACCESS TAB:**

When an ACCESS tab is programmed in TigerEnroll, the data is based from students having to meet all of the following criteria when first time freshmen:

- Graduated from high in current year or year minus one
- Must be under 19

If students meet all criteria, they are required to complete an ACCESS plan. When an ACCESS tab cannot be viewed in a student's TigerEnroll account, the student no longer meets the criteria.

Deadlines for ACCESS appointments are set by Brett Bruner; advisors are notified by email. If ACCESS plans are not met, holds are placed on student accounts. To remove ACCESS holds, students must meet with Brett Bruner. It is the student's responsibility to follow their ACCESS plan.

Jackie Ruder is working on additional programming; towards the end of the semester, she will have improved data for ACCESS reporting.

Discussion with ACCESS will continue at the next committee meeting.

#### **a. 20<sup>th</sup> Day Advisee List (February 17)**

FHSU will no longer be distributing paper 20<sup>th</sup> Day Advisee Listings. On February 17<sup>th</sup>, there will be a new electronic advising list access for currently enrolled advises. Advisors will have the option to: Download MS Excel Roster and View/Print Current Advisee Photos. An email notification will be sent to faculty.

### **Next Meeting**

The next Academic Advising Committee Meeting will be held Thursday, March 13, 2013, MU Stouffer Lounge. If committee members would like to add an agenda item, please submit to Dr. Patricia Griffin.

### **Adjourn**

The meeting was adjourned at 4:30 PM by Dr. Patricia Griffin.