Academic Advising Committee Minutes Tuesday, October 20 at 1:45 p.m. Trails Room, Memorial Union

Dr. Patricia Griffin, Chair Dr. Krisztina Bencze Dr. Carol Borchers Ms. Tricia Cline Ms. Maggie Denning Ms. Nanette Fitzhugh Ms. Judy Getty Dr. Linda Hyatt Mr. Dennis King Ms. Dianna Koerner Dr. Joey Linn Dr. Art Morin Ms. Sabrina Reed *Ms. Rebecca Sander Ms. Jean Anna Sellers *Ms. Debbie Staab Mr. Tyler Thompson Ms. Lisa Treece

*Not in attendance.

<u>Call to Order</u> The meeting was called to order at 1:45p.m. by Dr. Griffin.

TigerEnroll /TigerTracks Updates

Pre-enrollment started October 19 for virtual students. Students must be purely virtual (no non-degree) and degree seeking.

Dr. Griffin demonstrated:

Course schedule on TigerTracks Advisor code search Major code search Clarification of who changes major - access depends on role in department

Dr. Griffin reviewed Tiger Tracks online services:

Academics

Advisor Information Course Schedule FHSU Academic Advising Evaluation FHSU Teacher Evaluations FHSU on iTunes U Grades Intent To Graduate Form Student Semester Schedule Syllabi Online Unofficial Transcript

Degree Requirements

Undergraduate

- My Degree Summary
- What-If Scenarios
- All Degree Programs

Graduate

- Program of Study

Finances

Account Balance Financial Aid Eligibility Payment for Outstanding Charges Student Account Information Release Form

- Personal Information

Contact Information My FHSU ID

Request Name Change Residential Life Housing Application Log In to Residential Life Housing Application Student Employment JobX Access for Students TigerEnroll Log In to TigerEnroll

For the first time at midterm, Faculty Portal was tested for midterm grades. Faculty Portal will also include:

Photo roster Email list Etc.

The goal is to have all final grades entered through the Portal for Fall 2009. The system will potentially be on TigerTracks.

Dr. Morin asked if any tracking was in place to determine if students are using online services in TigerTracks. Dr. Griffin explained what services are being used and how they are tracked.

Teacher evaluation is not open yet. Faculty Senate sent to provost for approval but hasn't been approved. Proctor's will no longer go to the class and have the class evaluate on paper. Right now the hope is to have everything virtual; however, it may not be a reality for fall.

Nanette Fitzhugh asked if midterm grades would be posted for virtual students. Midterm grades for virtual students were discussed six or seven years ago. Dianna Koerner said the Faculty Senate has discussed the gradebook not being used in blackboard; however, it is left up to the instructor.

Dr. Griffin asked members to let us know items that people want for the Faculty Portal that is currently being worked on.

Items for Consideration

Majors Fair

Sabrina Reed and Dr. Griffin proposed the idea of a Major's Fair for Spring 2010. Target date is February. Items discussed include:

Provost incentive for faculty? Major/Minor/Certificate Fair-Ball Room Graduate Programs: Black and Gold Room Will look at Gateway program and a community college coming Open to community? Can go back to department meeting and announce All day event (10:00 a.m.-3:00 p.m.) Have different people rotate in their department Is Tuesday a possibly - look at schedule of classes

Policy on approval waiting period in TigerEnroll suggestions were made. They included: Need draft of suggested policy to go to web portal team and then to provost council. Automatic email sent via TigerTracks when changed to "Advisor Waiting on Student" (ScatCat email). Advisor can choose which email address it is sent to.

Discussion held regarding which email it needs to be sent to: Should it be set up to where a faculty member determines how/where to contact them?

Will it catch which advisor it came from.

Student is responsible for completing pre-enrollment.

Discussed nine month faculty, discussed people on leave.

Dr. Griffin is going to bring these points up at the Portal meeting on October 21. Will revisit idea of volunteers to draft policy at next advising committee meeting.

Next meeting is scheduled for November 30 from 2:00-3:00 p.m. in the Stouffer Lounge

Adjourn The meeting was adjourned at 2:45p.m.