

Subject: Support Services Minutes
Date: November 2, 2004

Attendance: UAA – Patty, Marian, Tara
UAS - Unable to attend due to another obligation
UAF - Sharon

1. Reviewed proposed new report drafts:

Advisor Student Appointments (SOR2APT) – changed the name of report to be ‘Advisor Appointments’. Replaced the ‘XX’ under the CMTS header to be a Y. Change the header of CONT to be CNT TYPE. Add the start and end dates to bottom of page, above the totals portions so they tie into what the totals are representing.

Discussed the ‘Totals’ portion area of the report. Not sure if this would be a benefit or not. Once Patty revises the report with the above changes, the Team representatives are asked to show the draft report to a few advisors, faculty, deans, etc... to get some feedback to determine if we should leave this information on the report.

Student Advising Appointments (SOR2PPT) – Replace the ‘XX’ under the CMTS header to be a Y. Change the header of CONT to be CNT TYPE.

Patty will make the changes and submit again to the team for final review at our next meeting.

2. Comments Report (still needing to be developed):

Discussed what this report should have. Most see this report being run for individual students, but having the flexibility to have multiple students if necessary. What type of comments would be recorded? That issue should be resolved by training on the use of the comments form, but the team still needs to collect some ideas on the types of academic advising comments so the training can relay that information to those given access to the comments form. The team felt strongly that only ‘Academic Advising’ type comments should be recorded here, no ‘Counseling’ type comments.

Patty will attempt to put together a proposed Advising Comments report draft for the team to review at their next meeting.

3. Other:

The three new form proposals have been submitted to the BST for review and discussion for this Thursday, 11/4/04. Patty will report back to the team at the next meeting on how that all went.

3. Next meeting, November 16, 2004 at 11-12pm.