

Subject: Support Services Minutes
Date: April 29, 2009

Attendees: Barb Hegel, Tim Olson, Ginny Schlichting, Jenny Myrick, Colleen Abrams,
Mary Gower and Patty Itchoak

I. Review Team List:

Add: Tim Olson – UAS – Academic & Distance Student Advisor
(Tim.Olson@uas.alaska.edu)
Melody Sayles – SW – EAS Programmer Analyst (melody.sayles@alaska.edu)

Remove: Sharon Tavernier

Update: Ginny Schlichting's MAU to UAF;
Linda Hapsmith's MAU to UAF and title to Director of Academic Advising
Barbara Brown's title to Academic Counselor (Kodiak)

II. Discussion on direction team would like to pursue (ie, moving forward with UAOnline version of Advisor Appt/Comment forms being utilized?):

With the implementation of DegreeWorks, some advisors are using the 'notes' component of that product to records program related comments. DegreeWorks however is not tied to the report tracking process we developed with the use of our Banner Advisor Appointment and Comments screens. There is still interest by the team to have that report tracking ability and to utilize UAOnline for recording Advising Appointments and Comments so we have a more friendlier way of recording this information (all which will feed back into our Banner screens and thus we have the tracking functionality still in place).

Action Items:

Patty will request that SW place back into LRGP the initially developed screens that were created for UAOnline for this purpose so the team can review and determine what additional work needs to be completed.

Patty will provide the workteam with notes from 2008 on issues the team had identified when testing the then LRGP version of the Advisor Appt and Comment screens in UAOnline so we have a basis to start with when SW has it restored back into LRGP for our review.

III. How is current use of Banner Advisor Appt/Comment forms being utilized?

UAF is not utilizing it;

Kodiak quit using it when DegreeWorks came up and starting using the note feature on that product;

Looking at the usage report (dated Jan 1 – April 20, 2009) it shows that we have the following areas who utilized these forms in Banner:

- UAA Advising & Testing
- UAA College Advisor

UAA Departmental Advisor
UAA Faculty Advisor
UAA AHAINA Advisor
UAA Honors Program Advisor
UAA Native Student Advisor
Bristol Bay Campus
UAF Academic Advising
Mat-Su College Advisor

There were 1694 individual students that were met with during that timeframe;
There were 2108 completed appointments during that timeframe;
Total of 676 hours and 43 minutes were spent on these appointments that were completed;

Action Item:

Add new Contact Type for Kodiak College Advisor

IV. Setting a standard meeting day and time (use to be every other Tuesday from 11-12pm)

Tuesdays from 11-12pm will still work. We will have our next meeting on May 19, 2009 and we will conduct these meetings every other week from that point.

V. Meeting adjourned