Support Services Minutes
October 11, 2011

Attendees:    Marian Bruce (UAA), Barb Hegel (UAS), Sandy Gravley (MSC),
                 Brian Brubaker (UAA), Robin (UAA), Barbara Brown (KOC)


I.       PETaL program review by Brian Brubaker

PETaL stands for "Preparing Educators to Transform Lives". This was a College of Education program that was built and designed by Brian Brubaker. The program was built to pull data off from Banner forms that currently house advising appointments and any comments made on those, including any comments made on DegreeWorks. The advisor can log into this program and see a lot of information about their students in a more concise format. They have various ways to query the data in this program as well. Everyone appreciated the demonstration that Brian showed.

II.     Early feedback on any testing that has been done on the new Advising Appointment Forms in UAOnline

There was a little testing that was done since it was announced on October 10$^{th}$ that it is available in UAOnline (LRPG) for testing. Team will concentrate on testing in the next few weeks and provide feedback.

Barb Hegel mentioned that at this time UAS is not interested in using these forms.

Patty asked the team if the access level of security being use for these new advising forms on UAOnline is something we still wanted to restrict or open to all staff that has an 'Advisor' flag set on SIAINST. The initial idea of the security restriction was to ensure that the advisors who were granted this permission understood exactly what the purpose of these forms were for in regards to 'academic advising' and they were not to be used to record "counseling" type comments.

The team is interested in seeing if the advising appointment forms could sync to a users' google/outlook calendar. There is a lot of interest to have the functionality available as most advisors we suspect are using their calendars to track their appointments. The survey we plan to send out hopefully will confirm our suspicions.

III.    Status on the survey we wanted to put together.

Marian Bruce had pulled together feedback from just a couple of team members on the survey questions to ask. She will send it to the team for more discussion and final feedback.

IV.    Other

There was discussion regarding whether the Dept of Education's 'unique ID#s' they assign to students through K12 could be used in Banner somehow as we try and work with 'prospective' students. Until a student has UAID # in Banner, we cannot assign and track advising appointments. This has always been a struggle. The work around we have is to direct students to the 'Web for Prospect' area of UAOnline where they can fill out the "Pre-Advising Prospect" form. That will get pushed into Banner by UAA Recruiting which when it is pushed, the UAID # is generated. Patty mentioned that she had been in an early meeting with President Gamble who spoke exactly about this concept of being able to track those elementary/jr/sr high students with the ID they are given when they enter into school. Having that somehow tied into our Banner system.

Marian Bruce will be stepping down from the team as she is changing jobs. We wish her the best.

V.      Next meeting is November 1.