

Attendees: Patty Itchoak (UAA), Linda Hapsmith (UAF), Dana Thomas (UAF), Brian Brubaker (UAA), Barbara Brown (KOC)

I. Testing the new Advising Appointment Forms in UAOnline (LRGP)

Items found that need addressed:

- When the advisor enters the appointment time, allow the ability to be anytime, not just in the 15 minutes block provided in the drop-down menu. That would then match up to how Banner allows times to be entered.
- In the 'Review Advising History and Comments' option, default the most current appointments from newest to oldest; more clearly display the 'Comment' column so it reads as 'Comment' versus 'C' and make sure the verbiage is updated on the top of the form of this change; also add 'DegreeWorks' and 'Advisee Listing' links to the bottom of this page
- In the 'Review My Advising Appointments' option, default the most current appointments from newest to oldest; more clearly display the 'Comment' column so it reads as 'Comment' versus 'C' and make sure the verbiage is updated on the top of the form of this change; also add 'DegreeWorks' and 'Advisee Listing' links to the bottom of this page
- Is there a way that a link could be added that if it were clicked on, it will take the advisor's appointments and export them to their Google Calendar?

Other Items discussed:

- Could reduce redundancy in the Purpose and Results fields by removing the ones called 'Cancelled' and 'No Show' since their already exists a 'Status' for those.

Action Item: Patty was going to run a report to see if those purpose and results codes were being used and get information back to the team.

- "Contact" data both in the area of entering it on an appointment and how it displays on each appointment for the student if coded – is that really important to have? What was the purpose? Would the Dept of the advisor be more useful?

Action Item: Patty was going to go back in the minutes when this was initially put together to see if she can find more detail on that item and share back with the team.

- Reviewing the existing Purpose and Result codes. UAF has a "Interaction Form" containing a variety of choices they use for 'Reason for Appointment', 'Additional Responsibilities/Attributes', 'Academic Goals' and 'Students to do list/referrals'.

Action item: Linda will email the group their 'Interaction Form' and we will review at our next team meeting.

- Need list of departments from team that should be in the drop down for 'Advisor Department' field. In addition, need list of colleges that should be in the drop down for 'Advisor College' field.

Action item: Patty will send out the Department and College codes we have in the STVDEPT and STVCOLL validation tables to help the team identify ones they need.

II. Next meeting is January 10, 2012.