

Approval of January minutes

- Brittain Goff & Michael Davis

Student Senate Degree Audit Recommendations (Claire)

Claire discussed overall initiative from students. Their overall mission is to have an accurate degree audit. There should be no more finger pointing on what is a Degreeworks problem vs. what is a curriculum issue? Students are continuing to work with departments and colleges to push initiative forward.

Rebecca B. asked is there a way to change the interface to be drag and drop?

Dave asked, should we have to do exceptions? There are many institutions that do not need to manipulate their degree audit because their audits are scribed correctly.

Claire, it is not true that in order to make DW work that you must change flexibility within the curriculum. Sandra Varney will be the Associate Registrar for Educational Planning and will be working directly with Degreeworks. She will be bridging both worlds between advising and Degreeworks.

Claire has a list of people who the students have met with. Heidi Waltz and Rachel Denmark are members of the subcommittee that have met with the student group.

Dave asked, is there a way that the disclaimer can be moved to the top instead of the bottom while we continue to work on accurate Degree audits? Dave thinks it might help with a transparency. **Recommendation from subcommittee to move the Disclaimer to the top of the audit.** Rachel and Lauren will email Tara. Disclaimer updates are below:

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements.

Question for Claire: Is there an immediate next step for the student recommendations? There are no technical deadlines but there should be updates. Unsure about additional legislation that could potentially be passed down to advisors.

Heidi mentioned that she met with students to discuss the peer mentoring program for Nursing students. Career Center is the central location for UofSC Mentoring Hub – 3 types of mentorship (1. Peer to peer mentorship, 2. Alum to student mentor, 3. Staff/faculty to mentee). Student government would like to have the UG students in the department to mentor other students. Students are not expecting peer mentors to have access to Degreeworks. PeopleGrove is now UofSC Mentoring Hub. Mentoring capacities can be more or less restrictive.

Brittain asked, what are the things that will be covered in Academic Peer Mentoring? Lisa Pierce gave an example of students working with each other to relay their experiences in certain academic majors within CEC.

Dave, has a question about academic mentoring and if advisors will interact with peer mentors? Lisa advised that Brian M. works directly with these students and can help these students with training in CEC and they do not interact with

advisors. Rebecca B., one of the advantages to the peer mentoring is students answering more questions about professors and teaching styles. UofSC Mentoring Hub is not a platform that most advisors will have access to.

Lisa Pierce asked about the calendar sync linked to duo mobile and if we will have to sync our calendars every 30 days. Brian advised that the blue authorize button should be able to be used and there should not be a need to authenticate every 30 days.

Matthew Dreitlein, EAB

UofSC's Navigate consultant phoned in to the meeting:

- General EAB recommendations from December discussion:
 - Advising list on EAB homepage - Can a box be added to **"Include Inactive"**?
 - Will not be addressed in this phone call. Brian advised that he met with CIC to provide updates regarding to this request.
 - **Upcoming Appointments – Can we print a daily schedule by adding an action for print?**
 - EAB Navigate holds a webinar twice a year to describe new offerings. Matthew reviewed that this enhancement was not necessarily included in the discussion. This will not be prioritized as a customization request. Since students can make appointments throughout the day and cancel, they will not be prioritizing this request and would like advisors to use the digital calendar.
 - Main Updates for EAB Navigate: Trying to make it easier for students to make appointments through the platform that are fluid through centralized and decentralized advising models. Care units were supposed to help with this. The dropdowns for care units could potentially be a barrier for students to make an appointment. **They are planning to develop links in the advisor email signatures to jump directly to an advisor's calendar.**
 - EAB would like to make the campaign area more robust and be able to send more robust communications. They would like to do more outreach that other messaging platforms can do. They are a Student Success Management tool, not a CRM.
 - UAN Tech members are invited to the Product Webinar. There is not a date yet and over the summer there should be one scheduled.
 - Dave asked Matt a question about Drop-In hours. Is there a way that the calendar sync can be pulled into the drop-in feature to show that at this time the advisor is not available even though there are drop-in hours present? **Matt advised that you should be able to mark a calendar as Busy and it should immediately sync and block that time.**
 - Brian has mentioned that this issue is widespread, and drop-ins cannot be blocked off. In the past, there were philosophical reasons behind drop-ins being available and meetings should not be happening during drop-in times.
 - **Matt advised that he would look in to this and get back to Brian.**
 - **Watch List – Can an action be added to the drop-down menu to email multiple watchlists?**
 - Matt advised that this should be able to be done. It is in the advanced search area and advisors should be able to email multiple watchlists.
 - Matt there will be an intervention tool that will be unveiled this summer.

- **Recommendations regarding EAB app**
 - App PowerPoint – Brian will request this powerpoint from the EAB consultant Fiona and send to the committee.
 - Brian mentioned there will be a March 2nd EAB App demo and the planning is in progress. There will be a content build team that focuses on the content. There will be a promotion team to create roll out to students. There will be a focus on U101 students for the initial rollout. Posters with QR codes will be created to be able to download the app more quickly. Brian is currently working with the Bursar to be able to display financial data and holds.
 - Matt has seen great success with the app and how quickly students are able to resolve holds by using the tool.
 - Brian, a part of the discussion will be what holds should be available. **The opinion of the committee is that all holds should be present on a student's profile. Advisement hold may be a difficult to show in the app since it lives in a separate area.**
 - There will be a new Navigate interface for students once they have downloaded the app.
 - Silvia Hussain is the new AVP for Student Success and will be working directly with a team to help facilitate the app.
- Brian mentioned that all advisors will now have access to the Institutional Analytics tab and only will have access to the Activity Dashboard.
 - Eab is doing a report clean up and will par down from 49 reports to 16 reports.
- There is not currently a push to turn on all of the Institutional Analytics tab reports for advisors.
- **Strategic Plan** - Naming tools for EAB in campaigns should be uniform across campus. There should be training around reports and a list of how to use reports.
 - **There should be the same naming convention for the sake of reporting purposes. AVPs should be able to know if there is a campaign running from their advisors.**
 - **Naming Convention recommendations will be passed along to UAN and discussed with UAC.**
- Brittain advised it would be great to know which reports are run to capture what data? Is there a summary of what each report could do? Is there literature available for this – a PDF, or booklet?
 - Another issue with the reporting features is that some of the data is inaccurate.
 - Brian advised that all inaccurate reports should be reported to him directly.
 - Brian is in the process of creating a notes summary.
 - Double and triple majors are not always captured within these reports.
- Emily advised that there is an Advisor assignment issue with reports area in EAB.
 - **Is there a notification system for when advisor assignments are changed? – Rachel will send an email to request to Brian to discuss a way for a notification system.**
- Dave advised that there has not been effective training for curriculum change requests.
- **Dave, is there a way that certain campaigns can be run for certain campaign times and dates that overlap?**
 - **This has been a request of advisors across campus that has not be able to be addressed by EAB.**
 - **This request will be added to the email list sent by Brian.**

The topics below will be the focal point for the next meeting in March.

Discussion: Purpose and techniques using the SEP that can be applied campus-wide

Benefits and Issues identified from January's meeting:

BENEFITS of the SEP:

- Using the term note as the advising notes
- Prep time is down for advisors who advise ahead of time
- Beneficial for transfer students and first years with a lot of credit
- A map for students to plan their courses
- Secondary and tertiary advisors on campus can see primary advisors' advisement to do their advisement.

ISSUES with the SEP:

- Multiple processes for advising and duplicate work
- Planning for courses and predictions is not available

Upcoming meetings:

- March 20th, 9:00-10:30 – Osborne 107C
- April 17th, 9:00-10:30 – Osborne 107C
- May 15th, 9:00-10:30 – Osborne 107C

Attendees:

Heidi Waltz
Emily Longshore
Michael Davis
Brittain Goff
Dave Osworth
Lauren Sanborn
Rachel Denmark
Brian Dusel
Lisa Pierce
Rebecca Boyd
Claire Robinson