

**Minutes of DegreeWorks Student Educational Planner
UAN Subcommittee Meeting
May 16, 2018**

Attendees: Valeria Bates, Heidi Waltz, Tara George, Dawn Hiller, Tiffany Lide, Samantha Malpass, Kay Banks, Drew Newton

Absent: Donna Watson, Gina Polizzi, Becky Hollm, Claire Robinson, Brian Dusel

Minutes from 05/02 meeting were approved.

Demo at UAN looked like the SEP would be easy to use. Notes will show in the Calendar view but the minimum grade was not showing.

There is a way to print the Calendar view but currently the formatting of the sheet is a little off and needs to be refined.

SCHC advisors will not be assigned in Banner. An alternative option maybe possible for the SCHC to use the student plan

Question was posed as to whether there could be 2 locked plans? When testing for the demo, two locked plans were integrated into one. Not sure if this was just a fluke.

Colleges will need to verify which advisors would need to lock the plans.

Validate the primary advisors of who can do the exceptions and who can be different for SEP locking.

Curriculum changes or course options that are not published in the bulletin will not be available as options in DW.

New Major Session notes go in DW notes whereas Continued Degree Progression go into the Planner.

UAC plan

Recommend over summer FYA continue placing notes in DW and with Spring 19 advisement begin using Planner.

SEP Training July 17th FYA meeting

SCHC are already having their advisor use the Major Maps and sending that to the incoming students.

Develop formal training for advisors and develop instructional material for students that FYAs can distribute when they are advising for the upcoming semester.

Workflow

Videos by September

Secondary plan could be the student plan and then merge the secondary with the primary by the advisor that locks the plan.

DW liaison will be receiving the list of primary advisors

FYA will build out 3 semesters in the Planner

Nursing thinking a 4 semester build out due to their prescriptiveness

Next steps

Address possible decisions with a university that has implemented the Planner

Solidify how we will handle double majors, dual degrees

Communication plan- train staff on July 17th and student instructional video ready the last week of August