

May 15th, 9:00-10:30

## UAN Tech Subcommittee

### Members in Attendance:

- Rachel Denmark (Honors), Co-Chair
- Lauren Sanborn (COE), Co-Chair
- Emily Longshore (DMSB)
- Brittain Goff (DMSB)
- Allison Harper (PUBH)
- Rachel Acosta (CIC)
- Valeria Bates (HRSM)
- Stephanie Richards (HRSM)
- Lisa Pierce (CEC)
- David Osworth (Biology/CAS)
- Michael Davis (CAS)
- Pinkney Epps (OSP)
- Rebecca Boyd (CAS)
- Janis Leaphart (CAS)
- BJ Beckham (Registrar)
- Brian Dusel (ex-officio)

### Approval of April 2020 meeting minutes

1<sup>st</sup>, Dave Osworth

2<sup>nd</sup>, Rachel Acosta

### Check-in:

- **What is working well in your area?**
- Self Service Carolina Concerns with Timeout
  - Lisa P. is doing grade checks right now. Having issues with timeouts in Self Service Carolina. Lisa P. advises that VPN is not helping.
  - Janis L. advised that when looking at a transcript she is getting time out. Once SSC times out, there is an issue when signing back on. Noticing it with transcripts and clearances; essentially when moving between Banner 8 and 9. Using the Duo App is recommended, but timeouts will still occur.
  - David O. is having an issue on campus with opening browse classes in Banner.
- David O.: Had a parent of a current student come on a call with the student. The online FERPA form worked very well. **Teams video** chat helpful in being able to see the parent and student.
- Emily L.: Registration Exception form is now online!
- Lauren S.: Would like to see special enrollment request form move to online format.
- David O.: Created availability easily in EAB Navigate and is excited that someone will be doing the scheduling for advisors this summer.

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

Who is and is not using the SEP Planner:

IS NOT:

- CIC
- Public Health
- School of Visual Art & Design
- Political Science
- CAS

IS USING:

- College of Education
- DMSB First Year Advisors
- HRSM
- SCHC (secondary)
- Opportunity Scholars (secondary)

**Janis L.:** Concerns raised about SEP Planner and the Liberal Arts curriculum. The student's curriculum is too fluid to be achieved with a four-year plan.

**BJ:** There will not be a directive from the Registrar regarding how individual colleges should be using the plan.

**Janis L.:** A 2-year plan may be more applicable to liberal arts majors.

**Brittain G. through Chat Message:** "DMSB will use for the FY students for orientation, but our upperclassmen advisors do not use the planner. It is redundant for us, as we do advisement forms, which our students have to sign off on, and is an agreement between the college and student on what we discussed during our session in terms of classes to take, etc. We do summarize the appointment in EAB, but the planner itself is not useful, redundant, and double our work. We do forward planning all of the time, but we have a spreadsheet that we use to do multiple sketches and scenarios."

**Lisa P.:** "In CEC there are a lot of major changes or needing to retake courses so filling out four years would be a waste of time for a good number of students"

**Valeria B.:** HRSM uses the planner semester by semester and occasionally plans out further. The planner is the actual advising form.

**Rebecca B. through Chat Message:** "I agree, Brittain. For us, it's redundant. And with large caseloads and the slowness of remote advising, it's just not practical for us to be duplicating efforts."

**Lauren S.:** Can we give a universal recommendation for how to use the planner? There is so much variation between programs.

**Rebecca B. through Chat Message:** "We have been getting that done by uploading our check sheets (which are fillable PDF's based on a spreadsheet) to Navigate and making them viewable by the student."

**Brian D.:** The rollout of the SEP Planner, **the initial goal was that at least 2 semesters would be completed in the planner.**

**Brittain G. through Chat Message:** "We don't use it as an advisement form simply because we want a hard copy document that shows what we discussed during the appointment. With the student's signature on the form, it is proof

of them agreeing to what is on the form. The electronic record could be edited at any point and the student could say we mis-advised them, and that we edited the plan at some point.”

**Lisa P.:** Advised that when students fail classes or change their schedule it is difficult to change the planner if it is planned out for 2 years.

**Janis L.:** 2 semesters could be reasonable but at this time Political Science is not using the planner. What does it look like when students are editing the plan?

**Rachel D.:** The plan feature is turned off for students at this time until we can bring the conversation to the UAN at large. We feel as though there is more training needed for students on how to use the tool.

**Dave O.:** There is more training needed for students on Degreeworks and how they can use it as a tool for their own advisement. Dave recommends using University 101 to introduce the system of Degreeworks and how students can use the tool. Ideas for assignments in University 101: Scavenger hunt in Degreeworks, Create a What If Tool for homework, etc. We need to give students the tools that they need to best use advising technology.

**Valeria B.:** In HRSM we advise directly through Degreeworks and use the audit to show students the courses that are outstanding.

**Lisa P.:** The audit is reviewed at length in the College of Engineering and use the audit extensively during the appointment.

**Lauren S.:** For COE, the Planner is front loaded for all four years and then the advisor will move the courses around to match what the student needs.

**Lisa P.:** A loaded planner would make life much easier. Each advisor must duplicate records.

**Dave O.:** Does not like the idea of something pre-loaded into the planner. Would like the student to be free to choose courses that they are interested in and be free flowing. He would like for students to be able to choose courses based on interest and be organic.

Agrees with Dave: Rebecca, Janis, and Michael

**Rachel D.:** I would be interested in loaded planner.

**Janis L.:** Would like for people to have more creativity when using their planners.

**Brittain G. through Chat Message:** “A loaded planner would be very close to a major map, right? It seems to me that it would be the exact same thing in a different technology platform”

**Rachel D.:** Yes, it would be almost exactly like the major map with the ability to delete and move around courses/requirements that are on the major map. Essentially moving from PDF to digital format.

**BJ:** Thinks that there is flexibility with the planner and it can give a range of options. He agrees that students should take ownership of the courses they would like to take. The planner is flexible enough to meet those needs.

**Rachel A.:** Discussed her experience in undergraduate as an English major. There can be an advantage to a pre-loaded planner to give student a map of what they need to do. There can be changes and the courses can be deleted and removed. She enjoyed having a guide.

**Rebecca B. through Chat Question:** “Are we able to weigh in on what the university buys in the future?”

**Brian D.:** There are no current plans to buy any university-wide technology currently. The intention would be able to have advisors weigh in on this conversation. He and Claire are working on technology audits across campus. There are over 300 different technologies on campus.

**Dr. Epps through Chat Message:** “OSP does not start advising for incoming students until the first date in June Orientation, so I may have some things to report later on how OSP is using technology and our student concerns.”

### ***Student Educational Planner Transition***

#### **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
- Course Prediction Reports are not currently available (CPA Reports)
- Some departments wanting a prescribed plan and others wanting to have more creativity for students
- If UAAs are using the SEP heavily and once they get to upperclassmen advisors and faculty advisors, the plan is not being used.

#### **RECOMMENDATIONS:**

- **Valeria B.:** Use the planner as a Semester to Semester tool to replace an Advisement Form.
- **Dave O.:** It is possible to change the plan from BA to BS and renames the plan to BS. (Screenshot example may be needed.)
- Should the plan be used before, during, or after an appointment? It will depend on the student and the major itself.

#### **TRAINING:**

- SEP Planner is within training for UAC and being updated.
- **Janis L.:** The planner is evolving, and it will take time for everyone to buy-in and start using the system.

#### **Discussion: Have you been using MyUofSC in your area?**

- **Emily L.:** There has not been a formal conversation about how to use this tool in advising.
- **Dave O.:** Has concerns about the tool but teaches students how to use it.
- **Lisa P. through Chat Message:** “We have been, but we think it's more beneficial going over after their first semester. Their first semester there are just so many other things to talk about with them that are more important at that time.”
- **Recommendations for using MyUofSC Experience:**
  - Use the PDF Co-Curricular Transcript Example as a buy-in tool for students.
    - Broad enough for all majors
    - Can be used in the first semester as a steppingstone
  - University 101 marketing

#### **Who is using it?**

- UAAs – Paige (Co-Curricular PDF Example – This is what your co-curricular transcript could look like).
- CEC
- HRSM – Introduce with UAAs and transition into upperclassmen
  - Fall 2019 is using it.

**Who is NOT Using it?**

- DMSB
- CAS
- Political Science
- Public Health
- SVAD
- Major advisors in COE

**Determine Summer meeting dates**

- Poll will be sent out after meeting