

UAN Technology Sub Committee Meeting
10/7/2019

Members in attendance:

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| ▪ Rachel Denmark (SCHC), Co-Chair | ▪ Rebecca Boyd (CAS) |
| ▪ Lauren Sanborn (COE), Co-Chair | ▪ Michael Davis (CAS) |
| ▪ Brittain Goff (DMSB) | ▪ Pinkney Epps (OSP) |
| ▪ Lauren Stefan (DMSB) | ▪ Paige McKeown (UAC) |
| ▪ Rachel Acosta (CIC) | ▪ Claire Robinson (ex-officio) |
| ▪ Heidi Waltz (CON) | ▪ Brian Dusel (ex-officio) |
| ▪ Valeria Bates (HRSM) | ▪ BJ Beckham (Registrar) |

Recap of Semester Thus Far:

- UAN Technology Subcommittee members attended a September workshop to begin creation of the Strategic Plan for Advising at UofSC
 - Many agenda items stemmed from this workshop
- BJ Beckham joined the committee as the Registrar representative.
 - BJ confirmed that the SEP Server is able to handle university wide use. The subcommittee can move forward with a recommendation that advisors should use the SEP.
 - There will not be a meeting in December.

Discussion: Should students be able to create their own plans?

- If students can update, it can be difficult for advisor to go and check it.
 - What is our specific desired outcome for this tech?
 - Who will teach the students how to use this tech?
- **Is it possible to have a disclaimer so the student knows that the locked and active plan is the official plan?**
 - How will these be communicated?
- Is this something we want to throw back to the UAN and do we have a recommendation?
 - Our recommendation is for the plan to remain for advisors only until more guidance can be created for students.
- Some departments who want students to develop their own plan also want the skeleton Major Map possible.
 - This is not possible, and the two issues should be separated.
- Does having a student plan affect the ability to run reports on the advisor plan to have projections?
 - Unsure
- What are the expectations of the college and how we use it?
 - Do we have a student voice as to how they feel about the plan?
 - There haven't been any complaints that we know of from students

- There could be confusion between the official advisement plan and a student being able to manipulate their own plans if it all looks the same.
 - There are so many systems here at UofSC and this is another duplication for the students (and the advisor).
- **Decision: As we are onboarding colleges and schools to the SEP, we are announcing that the plan will be off for students for the time being.**

Upcoming EAB rollouts

- *Review summary notes from Risk Based Campaigns to identify potential policies to adjust* – This will be a part of the Winter 2019 calendar of events for EAB Navigate
- What is needed in the report summary and what is needed in the notes?
 - Committee responsible for Best Practices regarding notes in EAB
 - Appointment summaries attach the notes to a specific event where a note is not attached to an event
- When there's not consistency across the university using the platforms that we have then reporting will not be accurate or representative
 - It is also about transparency so that we can all know where a student has been and what has happened in the past
- What cannot go into EAB?
 - Notes
 - If someone wants to hide a note to view just themselves then it will not be pulled in a report
 - Is there a difference between primary advisors and secondary advisors and where they should put notes?
 - **Come back to Secondary Advisor conversation**
 - If you have information that has a liability attached to it, if you decide not to put it on EAB then you are taking on that liability. It is an important decision point. We do not have a university wide guideline as to what to put in and not to put in.
 - The goal is to have best practices and somewhat standard practices. General counsel at UofSC should review these recommendations.
 - Should we invite someone from these other offices? We have some of that already. The proposal should get further down the line so that Henry White can vet what we propose.
- What are other schools doing? What are best practices across other institutions?
- Where are people putting documentation so students can relive the advising appointment? It varies by college, but many are using SEP, or reports or notes.
 - When a student asks for privacy, the email goes into the homegrown system and not EAB. The discussion is the difference between these two systems.
 - This is the decision point Claire brought up earlier. You can have a note in EAB or a referral to show that you made a recommendation and it can be simple and not in depth. It can show that you had the conversation

and cover you that you made someone aware. **We cannot guarantee complete privacy to any student.**

- Have a note and an alert
- If a student has a Student Success center notation or progress report... Paige M. recommends that advisors should NOT create another alert for the SSC as it creates messy duplication for them.
- SDRC, Withdrawal and CC do not have the staff infrastructure outreach. Therefore, it's better to write that you made a referral since the alert may not go anywhere.

EAB Appointment Types

- Drop Ins
- Availability is up all the time
- Next meeting we will be discussing the Degreeworks Audit and SEP best practice recommendations

Future Meetings

- Friday, November 15th at 9:30am to 10:45 am, Osborne 107-C