

Advising Council Meeting

October 21, 2016

- 8:30 am Breakfast, pre-meeting greetings
- 8:56 am Reminder of evaluation surveys
- 9:00 am Meeting called to order by Jeremy Hall
- 9:05 am Ice Breaker trivia game via Kahoot! mobile app
- 9:15 am John Chapman with IT Updates
 - Crystal Reports
 - Being replaced by a MS product: SSRS
 - 850 reports to be transferred
 - Target completion at end of June
 - Financial Aid, Payroll, Financial Records, HR records are priority
 - Redoing eStaff interface by end of year
 - SASS
 - Dashboard features will allow us to see enrollment, etc.
 - Demo expected in November
 - Electronic Forms
 - Student eForms will be available through eSantaFe
 - Student records in Optiview will be moved to DocumentLocator
 - Transfer will begin in late November with Financial Aid records, Admissions will be next
 - Optiview has over 7 million docs to be converted, process should take 4+ months, as 1100 doc test were transferred in 8 hours
 - Departments should consider which of their forms need updating
 - Student Application (new version)
 - Approximately 70% complete
 - Testing expected in late November
 - Implementation goal of early 2017
 - Student Account Changes
 - eSantaFe will require students to change password every 120 days (Jan 2017)
 - Office 365 account / @my.sfcollege.edu account will be required soon for all student correspondence for security reasons
 - Financial MyStatus is being worked on: giving students Financial Aid status est mid 2017
 - HS Dual Enrollment planning status: my college exp
 - Database Management System
 - Data base management system will be down while upgraded
 - Expected Jan 21-22
 - SF Staff
 - Office 365 account / @my.sfcollege.edu account will be required soon for all student correspondence for security reasons
 - Staff as Admin on computers can be a security risk – take precautions
 - Reverse transfer with Clearinghouse
 - In-Progress
 - Acculog
 - As our college catalogue navigation system (In-Progress)

- 9:50 am Dr. Jen Thomas with Records Updates
 - FERPA Refresher
 - Applies to all means of communication between two individuals
 - Applies to all information provided to the college for use in education process (examples: SSN, ID numbers, physical characteristics, schedule, etc)
 - For student privacy, secure emails @sf accounts, are a must
 - Do not put SFID# or other personal information in the subject line of emails
 - Professional discretion matters need to be consistent per department either as policy or practice
 - Sharing of student information should be on a “need to know” basis
 - The “FERPA form” or “Student Authorization for Access to Educational Records” form means staff *MAY* (not *must*) share student information with authorized parties
 - The “FERPA form” does not authorize a third party to conduct business on behalf of the student
 - SF is permitted (under FERPA) to publish “directory information” on students, individuals can opt out
 - When in doubt, don’t give information out
 - Contact Jen Thomas for FERPA questions
 - Appeals vs Petition
 - Appeals include: 3rd attempts, 4th attempts, C or better; handled by Chattie Wheeler
 - Petitions include: Late Withdrawal, Drop with Refund; handled by Julia Jucker

- 10:30 am Break

- 10:40 am Financial Aid Updates
 - Prior, prior year registration (for 2015 tax records)
 - Homeless youth and students with unstable living conditions should be referred to Dr. Bea Awoniyi
 - SF is changing from HigherOne to BankMobile for relevant services
 - Staff should become familiar with changes to SAP (Standards of Academic Progress)
 - New application launch should solve issues related to signing up for wrong degree classification

- 10:55 am Degree Audit Workshop
 - AA selections show transfer requirements per university
 - When advising, make sure students are viewing the appropriate catalog year
 - Requirements for writing intensive becomes blank when met
 - Students enrolled for AA programs, to continue with BA or BAS programs must correspond between AA and BA/BAS advisors
 - See Academic Advisement Center “Forms & Handouts” for General Education requirements
 - Contact Academic Advisement Center with any further questions

- 11:37 am Summary and reminders
 - Thanking presenters
 - Thanking attendees
 - Completion and submission of survey

- 11:40 am Meeting Adjourned by Jeremy Hall