

UAN Technology Meeting
11/15/19

Members in attendance:

- Lauren Sanborn (COE), Co-Chair
- Brittain Goff (DMSB)
- Emily Longshore (DMSB)
- Rachel Acosta (CIC)
- Heidi Waltz (CON)
- Stephanie Richards (HRSM)
- Valeria Bates (HRSM)
- Janis Leaphart (CAS)
- Michael Davis (CAS)
- Paige McKeown (UAC)
- Claire Robinson (ex-officio)
- BJ Beckham (Registrar)

Overview of committee accomplishments:

- Report that describes advising practices across campus
- Created general best practices
- Best practices for Notes in Navigate

Navigate App for Students:

- Demo meeting on Monday, 11/11
- App might be introduced to students through UNIV 101 next fall
- Three Main Features
 - Pivotal Moments
 - Student To-Dos
 - Events
 - We need to coordinate so that we do not send too many repeating notifications to students
 - Tools
 - Appointment Scheduling
 - Study Buddies
 - Does this have the ability to share notes? We have had students called into Judicial in the past because of sharing take home exams.
 - Hold Alerts
 - This should update every evening
 - Resources
 - Class Schedule
 - Student Input
 - Survey
 - Quick Polls
 - Major Explorer
 - Roll out Date is Fall 2020, whether it's everyone or just a small group
 - Next Sit down with Consultants will be forthcoming

Degree Works Audit

- Break out into groups and come up with a consensus for audit use before, during, and after the advisement appointment.

*The following practices are recommended **before** the start of the advisement appointment:*

- Instruct students to review their audit prior to the advising appointment
- Instruct students to identify a list of courses they are interested in taking based off of remaining requirements
 - Suggest students review the “Registration Checklist” Format option in addition to viewing the audit
- Review audit for accuracy and make any needed corrections
 - Review exceptions
 - Review fall-through courses to ensure they are not degree applicable
 - Review curriculum and catalog year
- Check student’s GPA
- Anticipate possible questions the student might have during the appointment

*The following practices are recommended **during** the advisement appointment:*

- Educate students on how to use the audit
 - Ensure students know how to access their DegreeWorks audit
 - Explain applied exceptions
 - Explain the importance of “Process New” when viewing the audit
 - Explain different categories of requirements (major, minor, Carolina Core, etc.) and explain if the course can meet more than one requirement
 - Explain how to view course descriptions
- Empower students to use the audit to answer questions they have regarding their degree course requirements

*The following practices are recommended **after** the advisement appointment:*

- Process needed exceptions
- Enter course recommendations as a note if not using the Student Education Planner
- Freeze the audit

Student Educational Planner (SEP)

- Tabled for future meeting

Next Meeting: December meeting will most likely have the consultant, December 6th