

Department Administrative Assistant and Office Manager's Meeting

April 1, 2010

MINUTES

- **WELCOME:** Marquita Coe, Assistant Registrar- Data Management, welcomed the Group and provided a quick overview of the Agenda and the packet of handouts that were provided.
 - The meeting was scheduled to close at 11:35 to make time for newer AA's and anyone else who would like to remain after to receive greater detail about the Mandatory May Advising and to go through step by step directions in removing a student's advising hold.
 - Handouts (attached)
 - Agenda provided, along with updated listing of training opportunities available through May on classes that work with PeopleSoft detail. In addition, copies of handouts relating to the topics being addressed were provided.
- **THE CORE CURRICULUM:** In last quarter's meeting it became apparent that the Group needed greater education on the NEW Core Curriculum. In response to this need, Professor Phyllis Brown, Director of the CORE, was asked to speak to the group about this topic to dispel the mystery surrounding it. Professor Brown provided a detailed presentation that provided information about the New Core's goals, structure, policies and future plans. A copy of this presentation is provided with these Minutes. Copies of the following two documents were also provided to the Group prior to the meeting for review and in their packet of handouts: 1) Academic Advising: CORE 2009 – Helpful Hints for Advisors for Core 2009 and 2) Where Can Core 2009 Documents Be Found?
- **DEGREE AUDIT AND THE NEW CORE CURRICULUM:** Carol Bonney, Assistant Registrar- Academic Records, provided a copy of "How To Read Your Degree Audit Report" (copy attached) and discussed how the degree audit will look differently for each of the academic programs because of the impact of the new Core.
- **MANDATORY MAY ADVISING PROCESS & TIME LINE:** Marquita reminded the Group that all students that will be registering for fall quarter classes will need to first meet with their assigned advisor for every major that they have declared. It is the student's responsibility to make and keep that appointment, and the relevant department's responsibility to remove the hold. Undeclared students are the exception as they have an additional option available to them in which they can instead elect to be advised by a university advisor through the Drahmman Center who can also remove the advising hold from the student's record.

In addition, it is each student's responsibility to bring to their appointment(s) a copy of their degree audit. The student's responsibilities are clearly communicated to them by the Registrar, Monica Augustin and the Dean of the Drahmman Center, Nedra Shunk. In addition, Monica communicates with the Department Chairs and AAs as well as the faculty about what is expected during the process and the deadlines that need to be adhered to. Copies of these communications are attached. (Please note: Since this meeting took place the Provost and President decided to postpone the tuition initiative that was going to take place in fall, so the correspondence that will be sent will be updated to reflect that change.)

Marquita provided a time line of dates and events that take place during this process, step-by-step direction on how to remove a hold, and a confirmation sheet that can be used in tracking advising status. Additionally, she provided an example of a report that Ken Schwartz, Associate Registrar, will be distributing to each academic organization that lists all advisers and their assigned advisees. Ken makes it easy to use the report for tracking as he provides two check boxes next to each advisee's name that can be checked to signify a student has been advised, and when the student's hold has been removed.

The Group was reminded to make sure that they ONLY remove one hold as a student may have more than one advising hold. It is the responsibility of each of the major departments to advise and remove the related hold. It is important that students meet with all the advisors they have been assigned. The report signifies whether the major listed is the primary or secondary major for a specific student. The primary advising hold is signified by the reason "MAH" (mandatory advising hold) and the secondary advising hold is signed by "2nd" (secondary advising hold).

Students will be able to view their assigned fall registration appointment time and view fall courses on Course Avail beginning on Monday, April 26th. Mandatory May Advising runs from May 3-14. May 14 is the deadline for faculty to let their AA's know which students have been advised and it is the deadline for AA's to have the holds removed from all students who have been advised. Encourage faculty advisors to keep AA's updated throughout the advising period so that they are not inundated with hold removal requests at the last minute. It is important that students who have followed the correct process and time line NOT be penalized. Remove the holds so that they will be able to register during their assigned appointment time. Even if students show up after the advising period they will need to still be advised. If their assigned advisor is not available they can be advised by another faculty advisor in your department. They will then need to have their hold removed. Registration begins on Monday, May 17 and runs through the 28th.

Reading through the time line, correspondence and attachments will provide a good understanding of the Mandatory May Advising Process. If anyone has further questions or needs help with removing the holds please contact Marquita at mcoe@scu.edu.

- **CLASS SCHEDULING:** Adora Hoose, Registrar Technical Specialist, and Sheli Whiting, Assistant to the Registrar provided the Group with an Undergraduate Schedule of Classes Production Timeline for 2010-2012 academic year (attached) and discussed important highlights including the necessity of not FORMATING the items provided on the Schedule of Classes template. In addition, reminders to NOT add a new row when submitting footnote detail and the correct items to include in the descriptions were discussed. The Group was also reminded that HARD CODED requisites are listed by the system separately. Requests for requisites to be hard coded need to be submitted to Marquita directly. Adora and Sheli also reviewed the print schedule option in Course Avail.
- **IMPORTANT CHANGES FOR FALL:** Monica Augustin, University Registrar, spoke to the requests of the AA's. One request was that in Course Avail the language in the menu be changed from "Print Schedule" to "Print Schedule of Classes". Note: Since this meeting, Monica has worked with Brian Washburn, University Webmaster and has made the change. Monica also discussed the new tuition initiative that was to be active in fall where students will be charged for all units over 20. An example of an updated Add/Drop Form was included that would require a student's signature next to the statement about the new policy. NOTE: Since the meeting this initiative has been postponed for a year by the Provost and President.
- **COMMENCEMENT:** Carol Bonney reiterated the policies by which students are qualified to request permission to participate in the June commencement ceremony. They are **required** to meet the following criteria:
 - Have a maximum of 10 quarter units remaining to complete all requirements effective June 2010
 - Provide proof of registration for the remaining required units
 - Have a minimum GPA of 2.00 cumulatively, major(s) and minor(s).
 - Must petition to participate at the Office of the Registrar by April 28, 2010

- Must complete and submit a Candidacy Petition for the Bachelors degree for the term when all requirements will be completed.

NO EXCEPTIONS WILL BE MADE

Students who meet these requirements and wish to participate must go to the Office of the Registrar for approval.

- The meeting concluded at 11:45. Adora provided step by step directions on how to remove a student's advising hold for any one who remained after.

Note: Fall 2010 Administrative and Office Manager's Meeting scheduled for October 27, 2010