

Department Administrative Assistant
and
Office Manager's Meeting

October 28, 2009

MINUTES

- **WELCOME:** Nearly 60 people, representing various departments on campus, attended the meeting. On behalf of the Registrar's Office, Marquita welcomed the group and introduced Katrina Bolt (Art/Art History) and Jeannette Miller (Women's Studies) who are new Administrative Assistants who have come on board since last quarter's meeting.
- **COURSE AVAIL:** Adora and Sheli provided an overview of new Course Avail attributes and showed how the print function can be utilized to easily target specific detail. They featured the flexibility of this benefit which allows the ability to print one or more subjects and how it can also be used to target specific CORE information. Additionally, Sheli showed how both new and old CORE detail can be searched for through Course Avail, and the various formats that information is displayed on the CORE web page <http://www.scu.edu/provost/ugst/core2009/2003-08/>.
- **PRINTED SCHEDULE:** Course Avail is now so robust that there no longer is a need for the Registrar's office to continue to print a hard copy schedule of classes. This will result in the savings of thousands of dollars and the use of less paper which is in line with some of the ecological goals of the university. Faculty, staff and students can easily access the information that they need in a timely manner and with the flexibility of print options create a hard copy as needed.
- **NEW INCLUSIVE ACADEMIC CALENDAR:** Sheli presented a draft of an interactive academic calendar document that she is creating that will show all of SCU's programs, including JST's, schedule of events by term. When completed, Sheli will let everyone know where it is located and available for viewing.
- **IMPORTANCE OF EXAM NOTIFICATION:** It is important that all departments provide exam notification for each of the classes that they provide each term. Room scheduling is always a challenge and when classrooms have been set aside for classes that will NOT have an exam it wastes valuable space and time. Everyone is encouraged to provide complete detail when submitting their information to the Office of the Registrar. If, in doubt, simply mark Y for yes.
- **UPDATED PRODUCTION TIME LINE:** A copy of the updated Production Time Line is included with these Minutes (attached). The dates for Course Avail activation are tentative. If possible, the Registrar's office will provide access to the viewing of the schedule through Course Avail in an earlier time frame as has been followed in the past.
- **NEW NON-DISCLOSURE SERVICE INDICATOR TOOL:** Adora provided an overview of the non-disclosure service indicator tool (documentation attached). It was created to make it quicker and easier to check non disclosure information. When you see the window shade symbol next to a student's name you can navigate to Records and Enrollment>Student Background Information>Service Indicator and note the information that is allowed to be disclosed. Some members of the group mentioned that terms like "Academic Information" alone are confusing. Adora will update language used in the service indicator to reflect exactly what information is appropriate to disclosure to dispel any confusion.

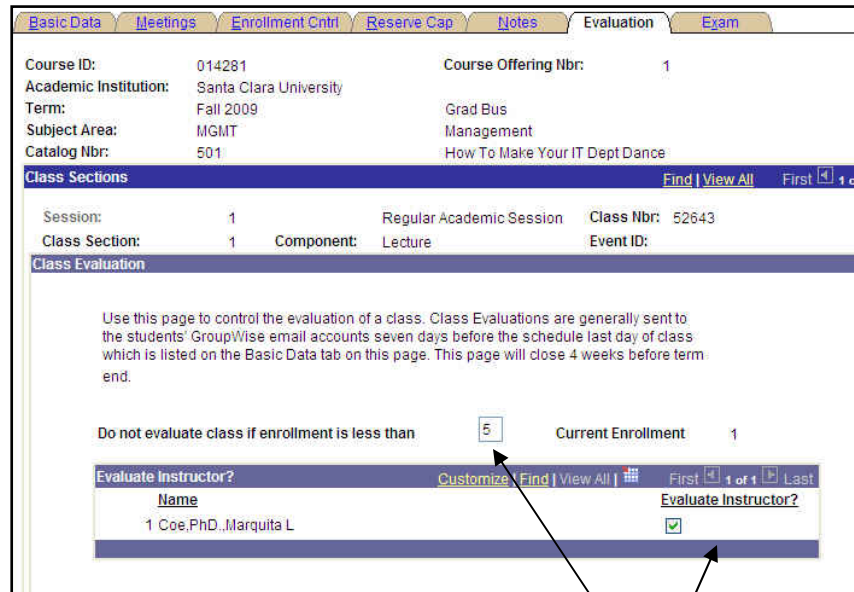
- **HOW FACULTY ARE ABLE TO VIEW FERPA INFORMATION:** Through faculty self-service in PeopleSoft, faculty are able to view student FERPA information. They view this through the “ADVISEMENT” panel. If they have an advisee that shows the window shade symbol they simply click on it to view the detail. If they are not the assigned advisor they can utilize the “new drop-in advisees” option by entering the student’s ID to view listing of releasable FERPA detail.

- **“ANGEL COURSE MANAGEMENT SYSTEM:** Michael Ballen, Instructional Technology Resource Specialist, Media Services, provided an overview of how students and faculty utilize the Angel Course Management System. Angel was recently integrated with PeopleSoft which makes it even more valuable and easy for faculty use. Angel courses are now automatically created each quarter and populated with students who register for the course. **Important Note:** The withdrawal process is separate. Students need to continue to take care of withdrawing through the PeopleSoft system and faculty will need to drop them manually from their Angel records. Staff are also able to create accounts in and utilize Angel. An excellent “guided tour” of the system is available on the main web page at <https://angel.scu.edu/default.asp>.

- **CLASS CLIMATE; COURSE EVALUATION FEEDBACK SYSTEM:** Carl Fussel, Director, Information Technology along with Michael Bonfert, Manager IT Operations, Leo Terrazas, IT Computer Systems Specialist and Bill Fowler, IT Senior Systems Manager provided an overview of SCU’s new course evaluation system (see attachment).
 - Carl described the Provost’s objectives surrounding the search for and use of the new system: 1) Replace paper course evaluations with online surveys; 2) Support a true data base back end for easy reporting features; 3) flexible, scalable system so that questions can eventually be changed and 4) retain content, features, and functionality of old system for smooth transition.
 - Its first use was in spring quarter in which they experienced a high volume return. Summer quarter brought challenges because of all the various start and stop dates. From both of these experiences the team has responded to the many issues and concerns raised from the community and continues to improve on product results. Although concerns were also raised about the questions currently being used and the reporting format, Carl pointed out that changes to these formats will be addressed by the Provost and her committee in the future. The main focus is to get the system to run smoothly and the bugs worked out at this time to make the process efficient.
 - Below is the response rate broken up by school for the Spring Quarter of 2009:

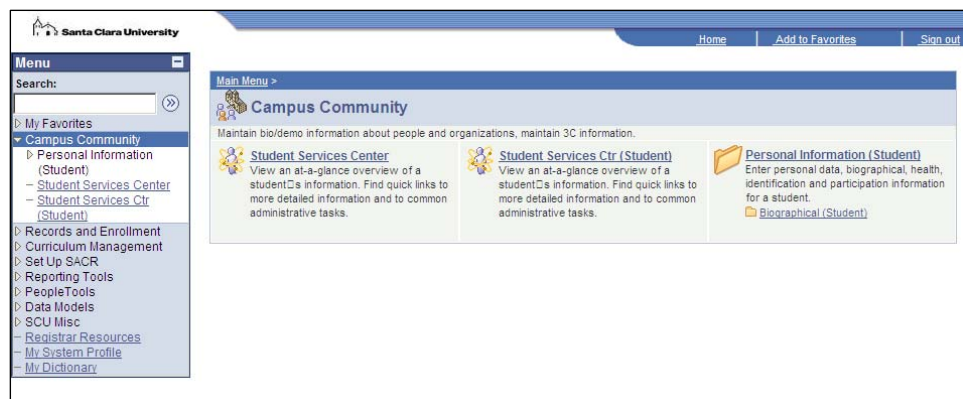
School	Sent	Used	Response Rate
Arts and Science	12352	10677	86.44%
Business	6350	5134	80.85%
CP&E	1091	758	69.48%
Engineering	2837	2067	72.86%
University Programs	85	77	90.59%
	22715	18713	82.38%

- Bill explained to the AA's about their new roles in managing course evaluations and showed them the new tab entitled "Evaluation" which has been added in PeopleSoft.
 - Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Evaluation



- **Fields to note:**
 - "Do not evaluate class if enrollment is less than"
 - **Default is 5. Can be changed anywhere from 1-9.**
 - "Evaluate Instructor?"
 - **Default: All instructors will be noted and checked. Uncheck if you do not want that instructor to be evaluated.**
- **Information will be available once classes are created.**

- **PeopleSoft Navigation Change: Student Services Ctr (Student):** If you have set Student Services Center as one of your "Favorites" you will need to reset it to the replacement panel "Student Services Ctr (Student)". Both contain the *SAME* information.



- **HOW to COMPARE Lists in EXCEL:** Teri Escobar-Ochoa, Head Technology Trainer, provide a quick training session on how to compare lists in EXCEL. (Handouts attached)
- **ASTRA Upgrade:** Paolo provided an overview of the new version of Astra that will be available in the future.
- **Jesuit School of Theology (JST):** Monica provided an update as to the work that has been done with JST to date.
- **DEGREE AUDIT: Major and Minor Requirements; New CORE:** Laura and Lisa spoke to the group about the importance of keeping them aware of any changes to their programs as it affects graduation requirements as well as the audit. Carol updated the group about how the degree audit is working with the new CORE requirements.
- **AA RESOURCE PROJECT:** Julia Wong (Political Science) and Kari Craighead (Modern Languages) spoke about the project they are currently working on in developing a resource for newly hired Admins in the College of Arts and Sciences. They will eventually publish it on-line and will be happy to share information with any of the other Colleges that may have an interest in developing such a resource.