

UMR Retention Committee Meeting

MINUTES

AUGUST 11, 2005

8:15 AM

MEETING CALLED BY	Harvest Collier
ATTENDEES	Harvest Collier, Amy Gillman, Tammy Pratt, Art Brooks, Jerry Hammons, Carla Bates, Gearoid MacSithigh, Marcus Huggans, Carl Burns, Laura Stoll, Lynn Stichnote, Matt Goodwin, Nancy Hubing, Emily Petersen

Agenda Topics

ACADEMIC ALERT SYSTEM

DISCUSSION	Carla Bates and Jerry Hammons of IT conducted an on-line demonstration of the new Academic Alert System. Committee members were provided with a one-page description of how the system is intended to work. The description outlines the roles of the instructor, student and advisor.
	During the demonstration, committee members made the following suggestions: <ul style="list-style-type: none">• Amy Gillman suggested the required date format (00/00/2005) be posted next to the Deadline box.• Nancy Hubing suggested the phrase "This information will be made available to the student" be placed adjacent to the Other box, so instructors and advisors are reminded that their comments will be viewed by the student.• Gearoid MacSithigh suggested a link be made available on the Joe's Self Service page.
	Additional discussions: <ul style="list-style-type: none">• The current system notifies the advisor within one week if a student does not open their academic alert. Gearoid MacSithigh suggested the email be sent to the advisor within 3 days instead of one week. This modification would require programming changes of the current application. IT agreed to consider this change for revision after the system was used for the 2005-06 academic year.• Tammy Pratt expressed interest in the ability to search for or receive notification of students with disabilities who had received academic alerts. Further investigation is required.• Marcus Huggans asked if there was a way to identify minority students who had been issued academic alerts. Further investigation is required.
	<ul style="list-style-type: none">• UGS announced that all UMR faculty will receive a memo and a one-page description of the academic alert system in the campus mail during the second week of class.• A demonstration of the academic alert system will be open to all faculty and staff on September 9, 2005 from 12:00-1:30 pm in the Turner Room of the Havener Center.
ACTION ITEMS	
	1. IT will make the minor modifications suggested near the Deadline and Other box on the academic alert screen.
	2. Laura Stoll will provide a link to the Academic Alert System on the Joe's Self Service web site. The link will be available within the next few days.
	3. UGS & IT will meet with Marcus Huggans and Connie Arthur to further discuss the possibility of identifying special groups of students with the reporting function of the Academic Alert System.

NEXT MEETING

AUGUST 25, 2005, 8:15 AM, SILVER & GOLD