

April 17th, 9:00-10:30 – UAN Tech Subcommittee

Microsoft Teams

Approval of February minutes

Check – In

- How is everyone doing?
 - Emily Longshore, DMSB has advised over 1600 students remotely.
 - Rachel A, Pre advising sheet. 666 students have completed the form. SJMC set up Google Voice numbers and Zoom/Skype accounts. Facetime is also an option.
 - Lisa Pierce, Students do an intake form and phone has been the most population.
 - Dr. Epps, has been using Zoom and using their personal cell phone to call students. OSP has been trying to make the connection between their primary advisor and the student. A few upperclassmen have been having trouble getting in contact with their advisor
 - Allison H., an advisor recently left
 - HRSM is using the Teams app for Advising. Share screen and share Degreeworks with students. Using Zoom during a certain time period during Registration to field drop-in students. Availability is in Zoom.
 - Education has been doing a lot of email advising. Did students have trouble getting Teams set up? Valeria, no, they sent messaging for how students will be able to meet with students via Teams.

- How is remote work and advising going?

Microsoft Teams

- How has your office used Teams?
 - Allison H. – PUBH has been using Zoom. Teams has not been used as an Advising Tool
 - Lauren S. – College of Ed. Has started to use Teams for staff and faculty meetings. Not with students.
 - Rachel A. – SJMC has been using GoToMeeting for advising. Only used Teams for meetings in other departments. Uses Google Voice – bandwidth
 - Lisa P. – Engineering & Computing – They can choose to select their video
 - Paige M. – UAC has been using Teams on the main chat platform for staff. Leaned a lot on Teams and have added over 50 people so there does not seem to be a limit. Offering students a choice in the advising appointment. Pre-advising email
 - David – Biology UAA decided to use GoogleVoice. Not wanting students to have to self-identify if they have the means. Found it to be more inclusive than Teams.
 - **Brian D. – A spot in availability for adding a URL for how the appointment will be done. Departments would need to set up availability.**

- **Overall Platforms:**
 - **Claire:** Messages has been working on moving things through Teams as much as possible. There is a lot of security within Teams.

- **Doing a lot of leg work as it relates to Orientation. We want to make sure that students of all kinds of access to advising. There needs to be the ability for all access to Voice.**
- **HRSM Drop -in Feature:** Using Zoom to use the lobby feature. Something to ask Navigate about a feature that allows Drop – Ins without having to swipe in through Navigate.
 - **Drop – In hours**
- **Brittain:** Was on a call with Mike Dollar with UTS, they got a lobby feature to work for Teams – the exact same thing as the Zoom waiting room.
 - **Business School has been monitoring the Facebook Chat from their department. Lobby Feature.**
- **Rachel A.** In touch with Mike Dollar about a better way to sign forms. Students have a varying level of being able to get PDFs. Student don't have Adobe on their computer. Would like to be able to keep a form electronic.
- **Dave A.** wouldn't it be fantastic if we could keep a docusign feature that can be used during the school year. A fillable form like the Transient form would be fantastic.
- **Dr. Epps –** Having students expressing access issues and Wi-Fi. Access is becoming a problem for several students. Has had several students that left their laptops at their residence hall after spring break. Students are experiencing a high level of anxiety because they have never had a class online before. Considering for future reference.....UTS is advising that they do not have a directive to help students with access issues.
 - **Claire:** On the Keep Teaching Site. There is a link for students who have remote technology needs. The idea that there is a student that has a need for a laptop or temporary computer access. The university has been supplying students with laptops. Students who are struggling in an online environment there are also some tips on the Keep Teaching website. We do not want access or financial limitations to impede student success.
- **Dave Osworth,** the double major struggles with Degreeworks.
 - **BJ, most of the problems originate with Google Chrome. He will pass along any issues to Tara. I am wondering if there is a place for a help area in Degreeworks.**
- **Lisa Pierce,** is there a way we can add an help links to the Self Service Carolina website.
- **Brian D.,** we should make a list of all our ideas and ask in other ways. Self Service Carolina applies to all campuses.
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- Tips and tricks when using Teams?
 - Screen sharing, Recording Meetings, Creating a shareable link in a calendar invite, Searching for everyone with a UofSC Office Account.

EAB App Update – Brian D.

- **Progress** is being made on the EAB App Update.
- There are some content areas on the app
- Calendar of Events and key things that we want the students to know.
- It is a technology addition to campus but it requires a lot different feeds.
- A pilot of the app will be available in mid-summer for final testing and rolling out in the Fall with University 101.
- On the subject of EAB – there is a webinar on EAB reports and a revamping of the reporting area.

EAB campaign – Name Convention Recommendation

- Ex: Advisor last name_student population_physical location
- Ex: Advisement term_advisor last name_college/department
 - Should term be included?

SEP Planner (Email from student to Degreeworks Team and October Minutes attached to Calendar Invite)

- Should we reverse this decision? Let's discuss.
- Decision from October 2019 Minutes:
 - **Decision:** As we are onboarding colleges and schools to the SEP, we are announcing that the plan will be off for students for the time being.

Note from Tara George - Degreeworks Updates

*We are currently working through degree audits and SEP updates for the 2020-2021 catalog year. Just an FYI for advisors – our adjusted timeline for our first draft of 2020-2021 degree audits and Degreeworks Planners is **April 24th**. It would be ideal to have all pertinent technical jobs (if applicable) rolled before **Wednesday April 22nd**.*

Future Meeting Topics:

Discussion: Purpose and techniques using the SEP that can be applied campus-wide

Benefits and Issues identified from January's meeting:

BENEFITS of the SEP:

- Using the term note as the advising notes
- Prep time is down for advisors who advise ahead of time
- Beneficial for transfer students and first years with a lot of credit
- A map for students to plan their courses
- Secondary and tertiary advisors on campus can see primary advisors' advisement to do their advisement.

ISSUES with the SEP:

- Multiple processes for advising and duplicate work
- Planning for courses and predictions is not available

Upcoming meetings:

- May 15th, 9:00-10:30 – Microsoft Teams