



### PCA Meeting Minutes

#### 1 Meeting Logistics

Item	Description
Date	12/10/2012
Time	1:00 p.m.-2:30 p.m.
Location	Scholes Hall, Roberts Room

#### 2 Attendees

Role	Name
<b>Facilitator</b>	Vanessa Harris
<b>Members Present</b>	<i>Joan Green, Laura Valdez, Robin Baca, Deanna Sanchez-Mulcahy, Lourdes Garcia-O'Keefe, Michelle Steiner, Krystal McCutcheon, Tracy Skipp, Stephanie Hands, Shannon Saavedra, Nicole Jones, Veronica Mendez-Cruz, Jen Gomez-Chavez</i>
<b>Members Absent</b>	Pam Agoyo, Lorena Blanco, Scott Carreathers, Megan Connor, Jennifer Crabb, Smith Frederick, Andrew Gonzalez, Ann Marie Oechsler, Steven Peralta, Lisa Stewart, Henry Villegas, Todd Hynson, Antonia Amie Chavez-Aguilar, Tammy Strickler, Merle Kennedy, Alec Reber
<b>Recorder</b>	Connie Jefferson

#### 3 Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
Minutes review & approval	Vanessa	No action taken

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Topic	Presenter(s)	Summarized Notes
<p>Starfish Advisor Role Demo</p> <ul style="list-style-type: none"> <li>• Explained attributes &amp; cohorts – demographic information will come from Banner</li> <li>• Gradebook – information from Blackboard will be used and if reports are kept, specific grades will be included</li> <li>• Agenda-appointments with names can be printed out</li> <li>• Add Group session – you can invite others and add notes</li> <li>• Waiting room kiosk – manages front desk traffic to see who is waiting and reason for visit</li> <li>• Catalog-campus resources as provided in Advisortrax, i.e., location, address, phone numbers and list of advisors association</li> <li>• Admin tab - ability to pull detailed reports such as Progress Reports</li> <li>• Create a Plan- send messages including kudos. You will have a chronological recording. You can add a note, created by specific note types; Referrals is a tracking item with a due date, comment and course context.</li> <li>• Tracking-flag menu and appointments</li> </ul>	Vanessa	<p>A detailed demonstration was provide by Vanessa of the tenant document under the student tab:</p> <p><b>Q1:</b> Will there be a single log-in?  <b>Q2:</b> Can an advisor have multiple roles and access their college/center information? (i.e., faculty+advisor=privilege set)  <b>Q3:</b> Will there be auto-populated comments available in speednotes?  <b>Q4:</b> What advisor information will be viewed by the student? Does the advisor create this information &amp; upkeep? If so, where?  <b>Q5:</b> Will Students be able to pick any advisor in different colleges/centers?  <b>Q6:</b> Will the student see detailed information on which type of appointment is needed and the time duration requirements? (i.e. 30 minutes or an hour)  <b>Q7:</b> Can an advisor be double-booked?  <b>Q8:</b> Can an advisor block time and student not see details of the appointment, i.e., medical/personal?  <b>Q9:</b> Are there parameters to restrict/align appointments?  <b>Q10:</b> Can advisors have limited access to edit their calendars?  <b>Q11:</b> Will the front desk staff see calendars of other staff and advisors?  <b>Q12:</b> “Create a Plan” whos name &amp; email is provided in the sender’s address? (i.e., sending a kudo)  <b>Q13:</b> Will there be a special log-in for Advisors to see list of reports available?</p>
High level timeline	Vanessa	<p>April 1<sup>st</sup> – Pilot rollout to UC Freshman  *ideal during orientation*  August 1<sup>st</sup> – All university + Early Alerts+Learn 9 information</p>
Advisor role demo	Stephanie	Advisor tool; global needs identified and update capabilities



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### 4 Action Items

Date	Action Item	Owner	Status	Due Date
12/10/12	Roles Spreadsheet will be provided for verification of information obtained from Banner (INB)	Vanessa	Ongoing	Ongoing
12/10/12	Add the following Roles: <ul style="list-style-type: none"><li>• Extended University</li><li>• Dual Credit Advisor</li></ul>	Vanessa	Ongoing	Ongoing

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