

MU Connect Admin Meeting

9/1/16

Meeting Minutes

1. Welcome Back & Sharing of New MU Connect Office Location and Staff
 - a. M121 Student Success Center- Tina
 - b. M122 Student Success Center- Student Workers
 - c. Michael Williams (GA) and Alex Edwards (Undergraduate Student Worker)
Stephanie Toigo (Intern)

2. New Security Request Process
 - a. Security Process is now being handled by MU Connect Team
 - b. SIS is working on building an electronic dashboard for future request needs.
Available in Spring 2017.
 - c. Steps to Request Security Access to MU Connect- Tina will email to team
 - i. Pass FERPA (85% or greater)
 - ii. Fill out Security Form & Email to myzou@missouri.edu - Add details to justify access. Please respond to the following questions;
 - What is the function of the person requesting access? Ie: Academic Advisor
 - What student populations should they have access too?
 - Are they a calendar manager for anyone?
 - Should anyone be a calendar manager for them?
 - Do they need access to a kiosk waiting room?
 - Do they need to be accessible for student scheduling? If so, what service membership should they be added too

3. Kiosk Feedback & Questions
 - a. Upgrade in July
 - b. MU Connect team reconfigured 24 kiosks from end of July to early August.
 - c. Starfish will be adding additional controls to the kiosks in the November upgrade.
 - d. Feedback/Questions:
 - i. Walk-In: If a person doesn't start the meeting, can we have it default without disappearing at the end of the day. This would help during busy times when we might not be able to manually save it and not lose data.
 - ii. Seeing students checked in to different places and are unable to check out. MU Connect team asked offices to check students out as soon as possible, and also talked to Starfish about allowing students to check in to multiple locations at once.
 - iii. Need more flexibility on scheduling walk-in appointments during already schedule appointments or outlooks exchanged meetings.

- iv. Can we see the backscreen when we have the window of the current student meeting, instead of it the backscreen being “blurry”? This would allow us to know if we can go over the time slot or need to wrap up student meetings.

4. Exporter Reports

- a. SIS and MU Connect team are working on building reports as a single comprehensive solution to satisfy AU and service reporting needs.
- b. Reports will be piloted with the AUs at the end of September
- c. Reports will be accessible by an admin link and will come in a table form with quick data and a broad excel format for AUs and services to manipulate for their internal needs.

5. Term Availability

- a. In the MU Connect drop down how many terms should be displayed for users? How far back do we need?
- b. Feedback
 - i. At least 2 years is needed. Some areas shared that they may need more.
 - ii. Could we have it sorted via the newest being on top?
 - iii. Could it default to the current term?

6. Student Attributes

- a. After the Spring training workshops there was a lot of feedback regarding additional attribute needs
- b. The MU Connect team is putting together small group to review current and future needs. Tina will reach out to admins and schedule.
- c. Feedback/Enhancement Request: Want to find students who does NOT have a specific value
 - Currently only able to see students who do have applied. Would like to get the polar of the specific value.

7. “Pick Your Topic” Workshops- Fall 2016

- a. Stephanie share the purpose of the workshops. Putting people into groups who have similar desires of learning different system capabilities. Available for all staff that have current access to MU Connect.
- b. Workshop Schedule
 - Monday, October 3rd 10:30 am – 12:00 pm in Stanley 146
 - Wednesday, October 5th 1:00 pm – 2:30 pm in Strickland 222B
 - Tuesday, October 11th 3:00 pm – 4:30 pm Middlebush 7
 - Thursday, October 13th 1:00 pm – 2:30 pm in Middlebush 8