

## MU Connect Admin Meeting

5/11/2017

### Meeting Minutes

Attendees: Eric Aldrich, Elizabeth Ball, Nick Balsler, Tina Balsler, Kelly Benson, Megan Boyer, Eric Carter, Alex Embree, Ana Marie Fernandez, Dionne George, Aaron Harms, Nicole Logue, Rachael Orr, and Michael Williams.

- Term Transition
  - MU Connect team sent out a Term Transition email that contained best practices for getting ready for the new term.
  - Tina shared the term transition process of pull reports, editing/maintaining office hour blocks, along with keeping resource accounts up to date.
  - She also shared with admins to send out a reminder to update the semester office hour blocks for the summer semester.
  - Admin members shared scheduling function concerns and best practices. MU Connect team will provide follow up to walk-in/appointment recording.
  - Course information and TRiO status into the exporter reports.
  - MU Connect team will send out service content and resource account editing information end of July to prepare for fall.
  
- Summer Welcome
  - All academic unit kiosks are updated for Summer Welcome 2017.
  - Tina encouraged admins if there are further needs to contact her prior to June 5<sup>th</sup>.
  
- Advisor/Staff Toolkit Feedback
  - <https://muconnect.missouri.edu/advisor-staff-toolkit>
  - Tina and Michael met with MSA and took their recommendations and thoughts on MU Connect.
  - MU Connect now has Student Log-in information on how to find advisors and make meetings. In addition, there have been two PowerPoints made for waiting rooms and for presentations.
  - Megan Boyer suggested that potentially having the documents as a pdf would allow all devices to access the content.
  
- Student Phone Numbers in MU Connect
  - Eric shared he has received a support ticket about student phone numbers. Currently, students must opt into the system and put their phone number into the system.
  - Elizabeth asked if the number would be similar to the profile picture if they edit it, will it default back every term?

- Nick mentioned advisors already have access to the number in Myzou.
- Aaron and few others agreed having the phone number within MU Connect would help save a few steps and clicks. Additionally, if phone numbers are going to be used, then they should be read from Myzou.
- Group was interested in posing to Registrar and SIS for further discussion and feedback. MU Connect team will report at next meeting.
  
- “Follow Up with Student” To-Do
  - Tina shared the purpose and capabilities of the “Follow Up with Student” To-Do. It would be available to all advisors and student services staff. Not viewable to the student or ability to send out communication to student. Internal information only. It essentially would be an electronic to-do list for advisors to maintain follow up needs with students.
  - When trying to filter students with different Follow Ups, using the Due Date would be a great way to manage. The To-Do could also be filtered through the Tracking section of the Student Tab and organize by due date there as well.
  - To-Do’s can be assigned to another person.
  - MU Connect team is testing and will be demoing to to-do committee for feedback in June.
  
- Implementation Updates
  - MU Libraries GO Live is June 5<sup>th</sup>
  - Learning Center Open Help Sessions- Math Pilot- GO Live June 5<sup>th</sup>
  - Career Services Go Live- Summer 2017
  - Office of Financial Success Go Live Fall 2017