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What Did I Say?: Using a Paperless Advisement Process [poster]


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Using a Paperless Advisement Process

Pat Maxwell & Patty Pfister

Advisers say:

“Helpful... great step forward.”

“I use the imaged documents to look for possible transfer classes, to understand students' prior experiences, [and] to update their plans of study.”

“I appreciate all that has been made available through Banner. I do find the imaged documents interface a bit unwieldy.”

“It is helpful for ease of access to have all parts of graduate advising online”

In a paperless advisement process, student records are available anytime, anywhere:

- ☑ Fosters communication between faculty advisers and students.
- ☑ Provides the information needed for effective advisement.
- ☑ Makes the advisement process more efficient and mobile.

The screenshot displays the Banner system's Faculty Services page. At the top, there are navigation tabs for Personal Information, Faculty Services, Alumni and Friends, and Career. Below this is a 'Faculty Services' section with links for Applicant Information, Advisement Information, and View Student Imaged Documents. A table lists several students with columns for Student Name, ID, Advisor, and Advisement Key. A red arrow points from the 'Imaged Documents' column for student 800 to a detailed view of those documents, which includes a list of transcripts from Florida Gulf Coast University, Monroeville College, and SUNY Geneseo, as well as a regular admit decision letter and a grade change letter. Another red arrow points from the 'Comments' column in the table to a 'Comments for 800' window. This window shows a list of public comments, such as 'Grace came in today to talk about dropping either CHM205 or BIO221...' and 'Informed me by email that she has secured permission to get into PSH201...'. Below the comments is a text input area for new comments and buttons for 'Save Comments' and 'Close this Window'.

Advisers want:

- Refine descriptors and modifiers.
- Make more visually appealing:
 - ◆ Change comment history from a numbered list to chronological.
 - ◆ Collapse comment text boxes after saving.
- Continue developing best practices.

What do YOU say?

Tell us on a sticky note;
attach it below: