

Minutes
Academic Advising Council
Thursday, March 20, 2008

Chair: Greg Young, Vice Provost for Academic Affairs

Present: Phil Gaines, Jeff Adams, Diane Dorgan, Bonnie Ashley, Melissa Hansen, Melody Zajdel, Carina Beck, Pat Hanson, Renee Hecox, Linda McDonald, Kathy Weaver, Patricia Lane, Erika Swanson, Janet Heiss-Arms, Chris Lamb, Cynthia Meldahl

Guests: Allen Yarnell, VP, Student Affairs & Leslie Taylor, MSU Legal Counsel

1. Faculty Advising Workshops – Phil Gaines
 - a. Phil announced they recently presented to the College of Letters & Science. Very good representation from every department. They will be presenting to the College of Engineering today. There will be a one page “crib sheet” distributed soon with all the advising resources listed which will be very helpful for student advisors. Greg Young stated that advising plays an important role in retention.
2. Core 2.0 Courses – Pat Lane
 - a. Pat distributed a draft sheet of Core 2.0 Fall courses. She would like every department to review and get back to her with any corrections.
3. Judi Beckendorf was unable to attend today’s meeting so she will discuss the NACADA meeting at our next AAC meeting.
4. FERPA Revisited – Allen Yarnell & Leslie Taylor
 - a. First point by Allen: Student Affairs nor Orientation Leaders never tell incoming students there is a blanket form to sign to give parents full access to their records.
 - b. There are 3 forms that can be signed to access student information:
 - 1)Dean of Students Form – This form is used when a student is having difficulties and the Dean of Students office decides it would be best to have the parents involved. Dean of Students office can then access all their educational records and discuss with parents. Student Affairs also works daily with students in emergency situations and FERPA does allow notification of the parents in these situations.
 - 2)Financial Form - Student can sign so parents can access any of their financial records. This would be for financial records only, yet that does include Financial Aid, Business Office, and Auxiliary Services including Residence Life for housing.
 - 3)Disabilities Form – Used by students if they want to give their parents access to their disability record. They can choose to give them access to all records or only selected records, i.e., academic record only, or financial record only, or disability record only, or all records.
 - c. The Registrar’s office deals with access to records on a case-by-case basis. As we were informed by Chuck Nelson at an earlier meeting, they do ask for photo IDs.
 - d. The most common situation these days is that a parent wants to talk to a faculty member about their student and usually about grades. The best way to handle this is to contact the student and ask if they want their parent(s) to become involved and talk to the faculty member. If the student is OK with this, have that student sign a consent form. Note: Per Leslie Taylor a form can be on any piece of paper that just states that this student (name) gives permission for his parent(s) (name(s) to have access to his/her

educational records until (end date). Student signs and then you must keep this on file. It was suggested that it be filed in the student record.

- e. If a parent has been given permission to speak to a faculty member on behalf of their student, it is up to the faculty member on whether they speak to the parent or not.
 - f. Per Leslie Taylor FERPA came to be from the K-12 issues with parental access. When parental access to K-12 records was granted they looked at students in higher education and decided they were adults so the parents were not given access to their records.
 - g. When students request reference letters from their faculty a reference form does need to be signed by the student allowing the faculty member to reference their academic record. This form can be found on the Legal Counsel website under forms. An email from the student requesting the letter is not enough to meet FERPA standards.
 - h. Per Allen, since the Virginia Tech incident, schools have loosened up on providing information to parents. But, per Leslie, we still must be very careful because if caught not following FERPA our Federal funds could be cut off.
 - i. Additionally it was mentioned by Allen and verified by Leslie, that posting grades anywhere using names, SSN#s, GIDs or partial GIDS violates FERPA. Per Jeff Adams a secure place to post grades is WebCT.
 - j. Phil Gaines stated that the University should have conversations about “should faculty talk to parents, not how to talk to parents”.
5. MyCatCareers – Carina Beck
- a. Carina presented the features of MyCatCareers by using a computer and projector and walked everyone through the features.
 - b. All employers who are currently recruiting or have recruited at MSU in the past are on this database. They keep the database current.
 - c. They encourage any employers that would like to register.
 - d. This is a free service for students and employers.
 - e. Students can seek employment, internships, receptions, and career fairs on this website. They can also upload their resume, transcript, and cover letter.
 - f. They can search for jobs or internships by major or location.
 - g. There are numerous other features.
 - h. Please encourage your students to use this free tool.
 - i. Carina distributed a handout on the features and how to register. Please contact Career Services for more information.

6. **Next Meeting: Thursday, April 17th, 2008 at 10:00 a.m. Location: SUB 276**

The meeting was adjourned.