

**SOUTHEASTERN LOUISIANA UNIVERSITY
CENTER FOR STUDENT EXCELLENCE ADVISORY COUNCIL**

TECHNOLOGY SUBCOMMITTEE

Key Strategy 2:

Develop the technology tools for academic advising that promote student retention and progression.

Action Plan 1: Implement PeopleSoft degree audit component for all curricula.

The Dean of Enrollment Management along with representatives from the Office of Records and Registration, Database Team, and Institutional Research began setup of PeopleSoft 8.0 Academic Advisement in Fall 2002. Working with academic deans, this team has focused on setup of undergraduate programs in the 2000-2001 catalogue and identifying university program and procedural issues that affect degree audit. It has been determined that the General Studies program will not be addressed at this time.

An Academic Advisement database was created to facilitate the documentation of catalogue requirements. The information in the database (developed in Microsoft Access) is recorded by the deans and then used by the team to setup PeopleSoft's Academic Advisement.

Working with academic deans, the team has completed basic PeopleSoft setup of the 2000-2001 catalogue and is in the processing of testing. Four plans in the College of Business have been completed in PeopleSoft through the 2004-2005 catalog (Accounting, Office Administration Associate degree, Finance, and Management).

Training at the academic department level has not begun. In Summer 2005, with consideration to Southeastern's academic reorganization, the team will work with the deans to train personnel new to the project.

Training of the academic departments will be a cooperative effort of the team and academic deans. This training is expected to begin during the Summer 2005 semester.

1. Input of curriculum data into databases created by core team.

Curriculum information in the Academic Advisement database has been completed for the 2000-2001 catalogue.

The College of Business has Accounting, General Business, Management, Finance and Marketing completed through the 2003-2004 catalogue. (2003-2004 is the last catalogue in the Access Database)

As the team and the deans complete testing in PeopleSoft for the 2000-2001 catalogue, the deans will enter data for the subsequent catalogues.

In Summer 2005, the team will work closely with the deans to develop plans for completing the database through 2003-2004. These updates should be completed by the end of Summer 2005.

2. Create the necessary queries and programs in PeopleSoft.

All plan setup in PeopleSoft is complete for the 2000-2001 catalogue. Initial testing for students in the 2000-2001 catalogue that are graduating in Spring 2005 has been completed by the College of Business, the College of Education, and the College of Nursing. In the College of Arts and Sciences, testing has been completed for Biology and Music. The team is working with the College of Arts and Sciences to complete testing.

The second set of testing data will be distributed to the deans during the week of March 7, 2005. It is expected that the academic deans will use academic advisement transcripts, compared with curriculum sheets, for Spring 2005 graduation checkout of students in the 2000-2001 catalogue.

3. Enter 2001-2002 through 2004-2005 General Catalogue Years.

The plans of Accounting, Finance, Management and Office Administration (AA) are completed through the 2004-2005 catalogue. As testing is completed in PeopleSoft for the 2000-2001 catalogue, the deans will update the Academic Advisement database for curriculum through the 2003-2004 catalogues. The team will use this data to complete setup in PeopleSoft. Ongoing testing will be completed by the team and deans.

4. Train departments in the use and maintenance of Degree Audit.

Training at the academic department level is expected to begin in the Summer 2005 semester. Training will be conducted by representatives from the PeopleSoft Academic Advisement team and representatives from the academic deans.

5. Full scale implementation.

By Fall 2005, it is expected that the academic deans will be using PeopleSoft Academic Advisement, compared with curriculum sheets, to checkout students for graduation. Using PeopleSoft Academic Advisement as an advising tool is expected to be implemented on a limited basis in Spring 2006.