QEP Jenzebar Committee
Meeting Minutes

August 21, 2019

I. Call to order

Tony Brooks open the QEP Jenzabar meeting at 10:05 pm on 8/21/2019 at the Health Science Building RN classroom.

II. Present:

Glynda Duncan, Tony Brooks, Delores Richard, Dr. Tony Newson, Dr. Chequita Dixon, Patrick Johnson, Tolemisa Butler,

Guest: Paul Paniccia (Jenzabar Coordinator), Loria Gardner (Enrollment Manager), Dr. Willie LockettDiscussions:

a) The meeting was opened by Tony Brooks who introduced Mr. Paul Paniccia from the IT department

b) Mr. Paniccia introduced Notepad and how it can assist with tracking advising interactions

   (a) Already apart of the Jenzabar package the school is using and should not impact the price we are paying

   (b) Can be set to send notifications to the students and faculty

      (i) Automatically send alerts for scheduled advisement meetings

      (ii) Excessive absence alerts

      (iii) Early alerts

   (c) Other Benefits of NotePad

      (i) Early alerts (Ms. Gardner)

      (ii) Send student emails to meet with dean

      (iii) Make note and actions personal

      (iv) Action list

   (d) Tabs can be setup to create customized reports

  (i) Who was and wasn't advised

  (ii) Student Compliance

  (iii) What was discussed

  (iv) Referrals made

(e) Notepad can also

  (i) Document that meeting took place

  (ii) What was discussed

  (iii) Is time stamped

  (iv) Tagged to student's file

  (v) Reportable/accountable

(f) Timeline for implementation

  (i) Can be ready by spring 2020

    1. Needed for implementation

     a. List of advisors and counselors to be setup in system

     b. Jenzabar Desktop will need to be loaded on advisors computers

     c. Test environment (OIT)

     d. Any tracking forms needed to be uploaded

     e. Allotting time for professional development training on how to use system

    2. Mr. Paniccia will coordinate with Rob Stalder, OIT Director

III. Adjournment

Tony Brooks adjourned the meeting at 10:57.

Minutes submitted by: Tony Brooks