

Interview Notes: UVic Department of Education

Interviewees: Ralf St. Clair (Dean), Rachelle Reimer (Manager, Advising and Admissions)

Interviewers: Charlie Friend, Katelyn Van Gorp, Amandeep Johal, Daniel MacRae

What are the key functions of the existing system?

Keep records of important/sensitive student documents
Track correspondence with student cohorts and/or individual students
Make note of meetings with students to track progress and instigate goal setting

What problems are there with the existing system? What needs to be changed?

Large number of documents stored for individual students
Finding student data can be difficult in 'pen and paper' systems
Existing digital CAPP report system does not allow for unique paths (looser, course-content specific requirements)

Could you run through a typical interaction an advisor/student would have with the system?

Advisors may access student transcripts, medical records or other sensitive data

Pre-admission: advisor checks if student is eligible for program (post-transcript retrieval)

Post-admission: advisors may need to:

- Transfer credits
- Calculate GPA for admission to other programs
- Check notes from RCSD
- Check other academic records (e.g. transcripts from other institutions, recommendation letters)

Where is all of the data for this system being stored?

All student records are currently being stored on paper

What information in this system needs to be confidential?

Students can see personal [performance] statistics and advisors see cohort/program statistics + individual student stats

Documents access should be allowed on an 'as-needed' basis.

What key outcomes are you hoping to achieve with this system?

Determine eligibility for teacher licensing

Elementary vs secondary: general BEd vs specialist degree in History allows social sciences practice → ie. do past courses give you eligibility?

Check missing prereqs for courses (dream outcome)

Logging of correspondence with students (currently send out mass, general emails)

Newsletter (add/drop dates, foresight to reach out to students)

Pre-admission assessments (fulfilling prereqs?)

V number is reliable way to track info for individuals (for now) or Netlink

Advisor can see student-side as well as advisor-side

Need a way to pull information without having to remember where all the info is (lawyer requests)

Ex. page with applications, page with advisor meeting notes, attachment of emails, medical records → be able to "print all" information on a student

Edge feature: Goal-setting (ex. Want grades to be % higher, want you to visit 3 information sessions in next 6 months) → (are the students taking the advice?)

Edge feature: record professional info (ex. Job experience)

Provide secure way for students to get written references from past employers
Record number of 'informational interviews' attended by the student
3 steps ahead: this system becomes a portfolio of the student