

Should we correlate questions with the parts of the RD that they will correlate to?

1. Intro Questions
 - a. Could you tell us about what academic advising does, as a whole?
 - i. Kept in a master file, all documents/paperwork goes into a physical filez
 - ii. Filing cabinet + key: advisors have access to it
 - b. Why do you need to advise students?
 - i.
 - c. What is the problem the current system is solving?
 - i. Need to keep records of correspondence of students, their information, the advising, progress through the dept. Of educ. programs, ...,
2. Current System
 - a. Could you give us an overview of what the existing method for student records keeping looks like?
 - i. Student information comes from CAPP reporting system and UVIC's internal record system
 - ii. Notes, referrals, outside academic records are gathered through manual correspondence
3. Problem
 - a. What kind of data and documents does the system need to be able to store? Are they only academic records?
 - i. Confidential info. Medical records (from student), misc: reference letters, recommendations to ministry of educ. For teacher licensing, current grades/transcripts. Info from application system get sent to faculty of education, -> some way to securely correspond with outside systems: ex: reference letter, don't want student to get a hold of, send a submission link to a person to submit the reference letter to.
 - ii. Abolish Handwritten notes, write in notes like "student dropped class", other advisors might pick up and help student, needed for context. They're currently printing out emails so that other advisors can see that correspondance
 - b. What is currently being done with digital records that are sent into advising? / How is it all organized and distributed?
 - i. Printing it out and keeping it in a physical file. Everything is kept in one location, (no backups), everyone has access to everything,
 - c. Are advisors the favoured user class over students for this system?
 - i. Advisors need access to everything, edit everything, student should just be able to view basic progress info., statistical data,
 - d. Does the system need to interface with other systems within UVic? (LIM, CourseSpaces) In what ways? Why?
 - i. Looking through course description, not things like bctransferguide. Don't need to be able to access coursespaces or learninginmotion.
4. Use Cases

- a. What types of people will be using the software solution?
 - i. Currently don't have any software solution, so it would need to be user-friendly. Training for advisors is ok, student portal should be easy enough to use without training
- b. Will there be "power users" and more casual/infrequent users?
 - i. No. The only users will be advisors and students. Students will only have read permissions. Some confidential info (employer feedback, professor history, etc.) will not be visible to the student, resulting in two different views for each type of user.
- c. Why will the "power users" be using the system, that is, what purposes will they have?
- d. Why will the casual users be using the system?
- e. How is data exported?
 - i. Printable format of just selected elements of the student's information (to send to lawyers, employers, other institutions, etc.)

5. Constraints

- a. All records kept on paper, do these need to be digitized when they come in (in the improved system)
 - i. Yes everything, including current paper documents,
- b. Where does the data need to be stored?
 - i. Needs to be stored in Canada, can be on the UVic data centre, it has to be mapped to the existing database of netlink IDs and student info.
- c. How long does it need to be stored?
 - i. A maximum of 3 years (after graduation)
- d. What documents and information need to be kept classified, how exactly does access need to be given / to who?
 - i. Everything, classified to just advisors, student doesn't have access to some student co-op performance.
- e. Does the system need to be accessible from outside UVic
 - i. Good feature but not necessary, except for students. Should be accessible to anyone who's on the job (advisors)
- f. What systems are advisors currently gathering common student information from? What does the process look like?
- g. What is the budget and when does it need to be finished?
 - i. April 2019 (Requirements)
 - ii. No budget

6. Down-scoping & Prioritization

- a. Do students really need to be able to access the documents and progress/performance details?
 - i. Set goals for # of times you visited advising. . Informational interviews. Way of displaying progress through courses, grades, when they go in to an advising session (students won't change it, but advisors will).

- b. (Systems of interaction from outside the University of Victoria) What is imperative to be automated and what is not? (getting information)
 - i. Pulling in data from the registrar, from applicants, reference letter straight from the referee (using a link submission), students must not be intermediaries in this process with the referees
 - ii. Advisors will upload from an email:
 - 1. Specific courses that an applicant has taken somewhere else
 - 2. All other documents
- c. What records unrelated to academic history are strictly necessary?
 - i. After 5 weeks of work experience, need to get a reference letter.
 - ii. Medical records with uni. application.
 - iii. Financial aid, scholarship applications