

AAC Meeting Minutes
December 8th, 2023
10:00am Hovey 401D

Zoom Link: <https://illinoisstate.zoom.us/j/97326883403?from=addon>

In Attendance: Ryan Gray, Rebecca Laible, Matt Blue, Jill Thomas, Janet Tulley, Brody Broshears, Amy Hurd, Wendi Whitman, Priyanka Aich, and Crystal Nourie

Absent: Brittney Vietti, Stacy Ramsey, Soemer Simmons, Karen Huseman, Jaden Wilburn Johnson, and Kate Weiser (excused)

- I. Welcome new members Matt Blue (History) and Karen Huseman (U College).
Approval of minutes from November 10th meeting.
 - a. Approved by Rebecca, seconded by Jill.

- II. Secretary/Treasurer Report
 - a. Actual budget \$294.88; budget with EMAS coverage \$1,642.92.

- III. Old Business
 - a. My Advisee updates in campus solutions will be put on hold until January.

- IV. New Business
 - a. Spring meeting schedule and officer appointments will be at first meeting January 19, 2024. And will keep same meetings first and third Fridays each month.
 - b. Achieve Survey—Wendy would like AAC to approve what the ‘standard’ survey questions are for the advising survey students would fill out after an advisor appointment. The survey would be open for 6 to 12 hours and students will get a notice on their phone to take the survey. The questions will be on a 3-point scale and will go into Achieve Administration. Survey only works through Achieve and not drop-ins. It does work for group appointments. Currently this survey is at 30% submission rate, would like it to be higher. Data from this would go to the advisors and available reports to supervisors and chairs. Departments can add their own questions as well to survey. The next steps would be to come up with the survey questions and then activate this end of January. Wendy and Brody will draft a letter to be sent thru Amy’s office to all Deans as an FYI, and then onto the Academic Leadership Council for their February 6th meeting.
 - c. Advising scope/duties—Wendy suggests we look at a baseline expectation of advisors’ duties across campus. She reached out to HR, but this was not helpful. Would like to see equity among advising. This will be one of retreat topics.

- V. Campus Solutions/Registration-Crystal reported that Stacy is working on the priority registration situation, but it will not go into effect until Spring 2025 registration (October 2024). Stacy will meet and decide which priority groups will be able to register at the priority times; 8:30am, 12:30pm or 3:00pm on the first day of each week. Should have this done by summer 2024.

VI. Committee Updates

- a. Assessment—Academic advisement survey closes today. The student advising survey will be out in February. This is a longitudinal survey of advising across campus.
- b. Technology—Wendy reported there is an advisor feedback tab in C.S., and if you see something wrong submit a ticket. Also they are working on the process to reimagine the advisement tile in CS since there are duplications throughout that need to be removed.
- c. Teacher Education—none
- d. PDT—Wendy reported that we have had good attendance for the zoom PDT programs. The zooms have been video taped and will be in Canvas special project site along with on boarding, off boarding and new advisor training sessions.
- e. Mentoring & Connections—Cookie decorating is December 15th at McCormick Heritage room. And goodie bags went out to all new advisors this fall.
- f. Strategic Planning—none

VII. Student Representative Report—none

VIII. Other Business

- a. Ryan will send out an informal invite on the advisors lists for a happy hour set for Tuesday, December 19th 4:00pm at Fiala Brothers in uptown Normal.
- b. Question came up about seating the subcommittees and if there are rules/regulation when to do this. There are no rules for setting times can be done either before or after the committees are seated.

Motion by Jill to adjourn, seconded by Rebecca at 11:30am.

AAC Retreat December 12th 8:00am till Noon in MLB 120.

Next AAC meeting January 19th at 10:00am in HOVEY 401D

Submitted by Jill Thomas