

AAC Agenda 3/1/24

- I. Present: Ryan G., Kate W., Brittney V., Matt B., Karen H., Brody B., Janet T., Stacy R., Amy H., Crystal N., Rebecca L., Wendi W., Soemer S., Heidi V.,
 - a. Guests: Alan L + Tracy R
- II. Approval of minutes from 2/16/24 – Ryan approved, Kate seconded
- III. Secretary/Treasurer Report – Rebecca with nothing to report
 - a. In regards to budget, numbers are the same with our starting budget. Soemer will take a look
- IV. Old Business
 - a. Tabling PIE Grant as funds were found elsewhere.
 - b. Heidi accepted invitation/offer to join AAC
- V. New Business
 - a. New petition process demo
 - i. Will do a pilot with advisors assuming all goes well
 - ii. Might be looking to launch in summer
 - iii. Old petition form will have to go away eventually – written in technology piece that is not really supported any longer. New platform created that is more supported. Being brought to advisors for their perspective
 - iv. Integrated w/ CS so you can input ULID and populate info – debate on ULID vs UID – students are more likely to know ULID
 - v. Tracy walked AAC members through demo of petition(s)
 - vi. Can see the workflow of petitions. May alleviate need for extra communication
 1. Will be able to see any comments
 2. PDF with all details will be sent out after petition decision
 - vii. Questions about language with transfer courses, freedom of explanations
 - viii. Overall, AAC likes/approves
 - ix. Alan/Tracy looking for short list of testers -maybe 5-7 advisors who can do testing and provide feedback – late march, early April is projected time to pilot
 - b. AAC Budget
 - i. Need to think about our budget for the next academic year
 1. Mentoring and Connections spent the budget, used all welcome bags
 - ii. \$2500, can allocate however wanted
 1. Karen suggesting idea with new advisor training
 - iii. Decision on award plaques?
 1. Good idea to reimagine what we are doing with awards? Where should this be showcased? Are we going to showcase anywhere? Questions that impact the budget.

- a. Digital?
- 2. Consider the cost of recognition – plaques that go to recipient, as well as perpetual tag
- 3. Brody proponent of showcasing awards
- 4. EMAS doesn't have a foundation fund.
- 5. How did we decide the budget last year?
 - a. Overspent budget - fall advisor day
 - b. Should be fine with new advisor bags "stock piled"
- 6. Brainstorm ideas for events/activities/supplies for next
 - a. May be wise to hold it
- 7. Ask subcommittees about financial needs
 - a. Subcommittee requests come to AAC and members will review and vote based on info at next meeting
- c. New advisor training
 - i. Wendi – Started sketching away at an advising institute through canvas
 - 1. Who is in charge of entry point training for new advisors?
 - a. Need to clarify what this process is /what it should look like
 - 2. Question proposed by Wendi;
 - a. Who is "in charge" of coordinating the CONTENT of new advisor training (6-8 weeks)?
 - i. (Janet) – could this fall on the shoulders of AAC? Fall into the bylaws? How often would this need reviewed?
 - ii. (Wendi) – could we pilot for one calendar year?
 - b. Who is the primary contact when new advisors are hired? (WW)
 - i. Wendi working with HR
 - c. Who is responsible for the maintenance of CANVAS modules?
 - 3. Proposal by Wendi – subcommittee for this by PDT because it is training but different than what it is typically done/asked by PDT
 - a. (Janet) – could be an Ad Hoc Committee
 - 4. A problem is that the sessions cannot be overlapping. Want this self-paced. Representative of communities and demographics of incoming advisors
 - 5. How do we handle or change this when a "seasoned" advisor moves to a different department or advising role?
 - 6. Can it be a rolling thing?
 - a. All advisors will have access to the institute
 - b. Want knowledge check #1 done with a group, in a social setting—those are during a specific time
 - 7. Pilot seems like a good idea by the group
 - 8. Any volunteers? Concerns with advisor burn out, lack of compensation. It is a big ask of advisors who are already very busy

9. Does this fall within the work of Mentoring & Connections? Would that lead to members not wanting to be apart? Back to concerns with compensation? Is a small compensation/stipend through AAC? Would likely need to go through application process – many logistics
 - a. PDT with similar concerns.
10. Possible to get a “job description” for this?
11. Seems like the best answer is a job description with compensation – who would be in charge of that?
 - a. Want to be fair with compensation for all who have/are already working on this (Wendi)
12. Is Wendi collecting the options or is AAC making decision?
 - a. Wendi ideal: Pilot as proof for this to be compensated (maybe group of 4-5 trainers)
13. (Kate) What if we recruit a member from each subcommittee? So we have representation of each in this pilot
 - a. (Brittney) Need to nail down the expectations before we recruit
14. (Janet) Proposal of a new full-time job specifically focusing on professional development and training new advisors
 - a. Let’s table discussion until Amy is present.
15. Motion to vote to turn on Advising Institute by spring break
 - a. Brittney motion, Kate second. All voting members “yes”

VI. Campus Solutions/Registration

VII. Committee Updates

- a. Assessment –
- b. Technology –
- c. Teacher Education –
- d. PDT –
- e. Mentoring & Connections –
- f. AAC Awards -

VIII. Student Representative Report

IX. Other Business

- a. Ryan accepted new job on campus, non-advising. His position on AAC will need replaced. Kate B. was next for votes and will replace.

X. Next meeting: 4/12/2024

Motion to adjourn: Brittney, Karen 2nd