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AAC Meeting Minutes
April 7, 2023
10:00am MLT 102C

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

In Attendance: Ryan Gray, Brittney Vietti, Priyanka Aich, Katie Matheny, Jill Thomas, Rebecca Laible, Crystal Nourie, Stacy Ramsey, Wendy Whitman, Kate Weiser

Absent: Amy Hurd, Soemer Simmons

I.   Approval of minutes from March 14th meeting.
   a. Approved by Brittney, seconded by Rebecca.

II.   Secretary/Treasurer Report
   a. none

III. Old Business
   a. TCH (professional education) courses counting for major GPA in secondary education programs. Amy Hurd, Rocio Rivadeneyra will continue to have discussions with CTE and also work with the secondary education committee on this situation.

IV.   New Business
   a. Corey Burgess-To help us figure out the process when a student wants to change their major within their first transfer day meeting. There are a lot of steps to get the student to change their major immediately. We hope that if they want to change major, they can get into that new major in the moment. The advisor would contact admissions via using a form that goes into admissions. We could put a question in transfer day registration meeting site to contact admissions if to ask if they are set for the major, they are scheduled for, and then also reconfirm the major you are registering classes for and if not, please contact admissions to change their major. We will also ask advisors to assist the student to register for some classes, so they don't have to put a pause in their registration. And put this message and the form on Wiki as well.

   b. Carla Brickelbaw-Director of Client Services, Mass Email Policy. Any single email message with over 100 recipients needs to be approved ahead of sending it out. There are some already approved mass emails such as U College, list serves, etc. We are trying to reduce number of emails and phishing. If people will create and use a list serve, or get pre-approval to send a mass email, this will make sending emails easier and not go to mass email jail. Some people use Google Voice to get around this, but we are not a Google campus and do not encourage this at all. The recommendation to advisors would be to create a list serve OR break down the number of recipients per email around 100. We will need to train advisors on using the list serve and emails. We are getting a new list serve system this summer and will provide training in early fall, after 10th day census day, through PDT and Carla's office, who will provide some self-service training.

V. Campus Solutions/Registration
   a. Crystal and everyone say it is going well. No complaints.

   b. Overrides. When you fill out an override all the permission validations are all checked and so we cannot see the type of permission given through the assessment data. Do we need the advisor to check off the type of override given? We need a consistent override system and need to learn what each validation means. We will have this sent out through email to all advisors once we figure out plan of attack.

VI. Committee Updates: note—due to discussion with guests today, we did not have time to provide committee updates.
   a. Assessment

   b. Technology

   c. Teacher Education

   d. PDT

   e. Mentoring & Connections

   f. ASN

VII. Student Representative Report

VIII. Other Business

IX. Next meeting: 10:00am on April 21st. In Moulton 102C

Submitted by:
Jill Thomas