

AAC Agenda: September 12, 2019

Present: Megan Baxter, Bryce Canary, Ryan Gray, Amy Hurd, Patrick McNulty, Amelia Noel-Elkins, Jess Ray, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

I. Approval of minutes from Aug 29, 2019

- a. Megan T. motioned, Megan B. seconded, minutes unanimously approved.

II. Chair's Remarks

- a. Changes to AAC Award Timeline.
 - i. Spring Advisor Day is January 31, so we need to adjust award timeline.
 - ii. Committee is comprised of previous award winners.
 - 1. Last immediate award winner from every college is represented.
 - 2. Last immediate New Undergraduate Advisor Award winner is invited to serve on committee.
 - 3. Invite advocate award winner(s) to be on the committee.
 - 4. Clint will contact potential committee members.
 - iii. Soemer is going to lead the logistics of committee.
 - iv. Clint will work with Soemer to activate the Formstack .
 - 1. Materials submitted by mid-November.
 - 2. Selections made by end of finals week.
 - 3. Call to nomination October 4.
 - 4. Submissions due November 29.
 - 5. Final decisions made December 12.
- b. Withdraw 'Error' Message
 - i. Students try to drop classes in MyllinoisState and receive error message.
 - 1. "Unable to complete request, you don't have access to perform transaction at this time."
 - 2. Can we add more directives so students know what to do from there?
 - ii. Crystal examined it and said it would need to be a customization in CS.
 - iii. Registrar has a new formstack for students who want to withdraw after the deadline.

III. Secretary/Treasurer Report

- a. Nothing to report.

IV. Old Business

- a. SGA Representative
 - i. Still working on appointing someone.

V. New Business

- a. Technology Communication – Megan T.
 - i. When will we know about the results of our technology suggestions at events such as Fall Advisor Day?
 - 1. Suggestions were presented during AT presentation.
 - ii. Answer may be different depending on the topic.

- iii. Ryan and Patrick are the liaisons for CS for smaller items.
- iv. Larger items have a different process.
 - 1. Amelia and Jana receive emails regarding updates and relay information on to advising listserv.
- v. Degree audit improvements are communicated by Jess and Amelia.
- b. AAC Technology's role is to occasionally check in on the requests.

VI. Campus Solutions/Registration

- a. Nothing to report.

VII. Committee Updates

- a. Assessment-Janet
 - i. Have not met since Fall Advisor Day.
- b. Technology-Patrick
 - i. Wanting to evaluate override request Formstack.
 - 1. Formstack may be getting close to capacity.
 - ii. Previous working group created Formstack, so it could be brought back.
 - 1. Can be brought back and invite departments who use override form.
 - 2. Directors/chairs should be informed of the courses that utilize the waitlist regularly.
 - 3. AAC approved the creation of the working group.
 - iii. Pre-rec curricular process will be implemented soon.
 - 1. Departments are dropping pre-recs in CS without going through curricular process.
 - 2. A pre-rec should not be used to manage enrollment.
 - iv. Pre-recs should be correct in CourseFinder.
 - 1. Let curriculumforms@ilstu.edu know if there are mistakes in CourseFinder pre-rec.
 - v. It would be a good idea to have advisors on each curriculum committee.
- c. Teacher Education-Megan B.
 - i. Back to Basics was well attended.
 - 1. Troy sent out handbook.
 - ii. ISBE updates yesterday.
 - 1. ISBE meeting on September 17th which may produce changes.
- d. PDT-Megan B.
 - i. Have not met since last meeting.
 - ii. Fall Advisor Day completed.
- e. Mentoring & Connections
 - i. First meeting is next week.
- f. Advising Wiki/Intranet
 - i. Almost complete.

VIII. Student Representative Report

- a. Nothing to report.

IX. Other Business?

- a. Registrar's office posted 2 business analyst positions.
 - i. Another position will post in the near future.
- X. Next meeting – September 26th @ 9:00 AM, MLT 102C**
 - a. Megan T. motioned, Megan B. seconded, all approved.

Respectfully submitted:

Gina M. Turton

9/16/19