

## AAC Agenda: September 26, 2019

Present: Megan Baxter, Bryce Canary, Ryan Gray, Amy Hurd, Kiana McClellan, Patrick McNulty, Crystal Nourie, Jess Ray, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

### I. Approval of minutes from Sept 12, 2019

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

### II. Chair's remarks

- a. AAC Award selection committee & timeline update
  - i. Representatives from 5/6 colleges on campus, Hina, and Stacey Meyer.
  - ii. Soemer can open the formstack before she leaves on vacation.
- b. Spring Advisor Date Change
  - i. PDT is wanting to change date to February 7.
  - ii. No pressing issues with changing the date.

### III. Secretary/Treasurer Report

- a. \$417.81 spent on Fall Advisor Day; under budget

### IV. Old Business

- a. SGA Representative – Amelia Noel-Elkins
  - i. Welcome Kiana!

### V. New Business

- a. Catalog & Advising Notes Discussion – Amy
  - i. Amy mentioned using CS advising notes at Fall Advisor Day.
  - ii. CFA implemented training for CS notes last year.
  - iii. Advisors would like to know the timeline and best practices of advisor notes.
  - iv. Advisors have concerns that notes can be accessed and edited from any advisor across campus.
  - v. Should departments have access to students' notes when making admission decision?
    - 1. This could be a larger round table discussion.
  - vi. Students tend to find the online notes to be useful.
  - vii. A training can be implemented for Spring Advisor Day.
- b. CS/Fluid and Advising Wiki Questions – Megan T.
  - i. Planner should not be used by students.
  - ii. In fluid, can students search by winter session and 2<sup>nd</sup> 8 week courses?
    - 1. Crystal said it is possible to add this function.
  - iii. 2<sup>nd</sup> half semester 3 hour courses could be helpful for students in the future.
  - iv. Students can now search for BS SMT in fluid.
  - v. Students cannot register for a course from their academic requirements page.
  - vi. Is there an update on getting advisor notes accessible in students MyIllinoisState portal?
    - 1. Crystal will ask AT.
- c. Overload Permissions – Janet
  - i. Is there a way to see who has given an overload permission in CS?

1. Currently not an option, but Crystal can check on this.
- d. Dean's List Archive – Clint
    - i. Student asked Clint if she could see her previous Dean's List history.
    - ii. AT found that students only look at webpage once it is published.
    - iii. College can provide information to the student and there should be an option in Cognos to pull this information.
    - iv. It is not noted on transcript.
- VI. Campus Solutions/Registration**
- a. Consultant started work on degree audit system.
- VII. Committee Updates**
- a. Assessment-Janet
    - i. Met previously to summarize findings.
  - b. Technology-Patrick
    - i. No updates; will meet next week.
  - c. Teacher Education-Megan B.
    - i. Next session 11/20 in DEG 551 on education related graduate programs.
    - ii. Planning next meetings for spring.
  - d. PDT-Megan B.
    - i. Julie and Tracy meeting soon to determine steps for spring event.
  - e. Mentoring & Connections-Megan T.
    - i. Met last week, reviewing advising wiki.
    - ii. Wondering if someone (Ryan) can create a Camtasia video on the wiki.
    - iii. Wondering if they can create an email for their subcommittee so advisors can send wiki updates.
      1. There is a function in teams that allows this.
    - iv. Wiki can be presented at Spring Advisor Day.
    - v. October 23 tentative date for lunch.
  - f. Advising Wiki/Intranet
    - i. Launched the wiki recently.
- VIII. Student Representative Report**
- a. Interest in making a student guide for advising resources.
- IX. Other Business?**
- a. Gina offered to present about INTO pathway students for an Advisor Day.
  - b. Catalog
    - i. Academic Senate wants to discuss the catalog's format.
    - ii. Amy and Jess will discuss this with the senate.
    - iii. Web is working on mock ups to improve navigation.
- X. Next meeting – October 10<sup>th</sup> @ 9:00 AM, MLT 102C**
- a. Megan B. motioned, Megan T seconded, all approved.

***Respectfully submitted:***

Gina M. Turton  
9/26/19