

## AAC Agenda: May 16th, 2019

Present: Megan Baxter, Ryan Gray, Jess Ray, Derek Sieg, Clint Smith, Janet Tulley, Gina Turton

### **I. Approval of minutes from May 2, 2019**

- a. Megan motioned, Ryan seconded, minutes unanimously approved.

### **II. Chair's remarks**

- a. Invites for Fall meetings sent
  - i. Meetings are moved to Thursday mornings from 9-10:30 am starting August 1.
- b. PDT representatives will attend June 10th meeting.
  - i. Tracy Warner will join with 1-2 other members.

### **III. Secretary/Treasurer Report**

- a. Advisor Onboarding sent in budget proposal for FY 20.
- b. AAC should decide on line items of budget at next meeting so Gina can let subcommittees know their budget before the fall.

### **IV. Old Business**

- a. Charges for Advisor Onboarding-Brent
  - i. Onboarding was originally created to welcome and help new advisors, especially departmental advisors.
  - ii. Created mentorship program and semester welcome lunch.
    - 1. New advisor handbook has "A Year in the Life of an Advisor" with links to helpful resources.
  - iii. Discussed opportunity to take on the wiki.
    - 1. Ideally, all of the training modules will be located here.
  - iv. Some thought Onboarding was intended to train advisors, however that is not the expectation.
    - 1. Could be that chairs do not know the job duties of advisor and think that the Onboarding committee would be responsible for training.
    - 2. Have representative from Onboarding/PDT speak at the Council of Chairs?
  - v. Charge in constitution says Onboarding will assist with new advisors; vague charge.
    - 1. Brent mentioned it being helpful to have a mentor checklist of expectations.
    - 2. Also needing to manage and communicate those expectations between each subcommittee.
    - 3. Separating professional development from training so there can be more of a focus.

- vi. Possibility of changing the name to something more mentorship related than Onboarding related.
  - 1. Mentorship and Connections committee.
- vii. Outcome
  - 1. Change name to Mentoring and Connections Committee.
    - a. Megan motioned, Clint seconded.
      - i. Motion passes.
  - 2. Charge: Provide mentoring and connections to resources to advisors in a new role.
    - a. All in favor of change to charge in constitution.
- b. Summer e-mail for advisor and University updates
  - i. Clint forwarded previous email from Liz with summer reminders for advisors.
  - ii. Updating plans of study.
    - 1. Plans of study are due May 20th so they can be updated on website for Preview.
    - 2. Could be a reminder on email or not needed.
    - 3. Only items needed are following up with students who are not registered and a reminder to complete plan of study.
  - iii. Alan from Technology mentioned repurposing the checklist.
    - 1. Clint will reach out to see if they have any edits/additions.
  - iv. Crystal is the new tech person for registration.

**V. New Business**

- a. Review of assessment data to highlight advisor needs.
  - i. Advisors need more training.
    - 1. Advisor training sessions can be created after what is discussed during Preview training.
    - 2. PDT could go back to the basics for a future advisor day.
    - 3. Future topics should be general education, overrides, mid-term grades/grade check, appointment manager, waitlist, retention, mental health, financial aid, FERPA.
    - 4. Can we require advisors to complete modules on these topics?
- b. PDT
  - i. "Professional development"=learning about campus resources.
  - ii. "Training"=competencies needed to be successful in position.
  - iii. Be sure to register for Summer Advisor Day so PDT knows who is coming.
  - iv. Discussed advisor surveys to gauge future trainings.
  - v. Confirmed Fall Advisor Day- September 13, 2019.
  - vi. We could examine the constitutional charge for PDT.
  - vii. We will hear from PDT and make decisions on events/budget at June 10 meeting.

**VI. Campus Solutions/Registration**

- a. No updates.

**VII. Committee Updates**

- a. Assessment-Janet
  - i. Met and will continue to meet throughout the summer.
- b. Technology
  - i. Everything is going down this weekend for campus wide technology update.
- c. Teacher Education-Megan B.
  - i. Have not met.
- d. PDT
  - i. Discussing future events based on advisor need.
  - ii. Encourage attendance at Summer Advisor Day.
- e. Advisor Onboarding
  - i. No updates.

**VIII. Student Representative Report**

- a. No updates.

**IX. Other Business?**

- a. Megan B. mentioned job shadow opportunity could be helpful to learn about others on campus.
  - i. U College has a job shadowing process.
  - ii. Could be a part of PDT.

**X. Next meeting – June 10<sup>th</sup> @ 9:00 AM in MLT 102C**

- a. Derek motioned to adjourn, Ryan seconded, motion unanimously approved.

***Respectfully Submitted:***

Gina Turton

5/17/19