

## AAC Agenda: February 7, 2019

**Present:** Megan Baxter, Brian Hays, Amy Hurd, Amelia Noel-Elkins, Michaela Pierson, Jess Ray, Derek Sieg, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

### **I. Approval of minutes from January 24, 2019**

- a. Derek motioned, Megan B. seconded.

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

- a. Thanks PDT for their hard work in planning Spring Advisor Day.

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

- a. Advisor Award plaques totaled \$345, an expected increase from \$250 budget as we have an additional award recipient.
- b. Spring Advisor Day expenses currently \$171.70, unsure if more receipts will come in.
  - i. Allotted \$300, so under budget.

### **IV. Old Business**

- a. PDT Budget Increase Request
  - i. Tabled to New Fiscal Year.
- b. Next fiscal year budget--Amy
  - i. AAC should put together budget with priorities of what we want to do next year.
    - 1. Budget is due to Soemer by March 1.
  - ii. Suggestion to increase funding for Herb Sanders award catering/printing.
    - 1. Printing was expensive-- do we need to print materials?
      - a. Electronic communication is suitable.
  - iii. Future consideration for committees
    - 1. Assessment
      - a. Encourage PDT to use survey results for training topics.
    - 2. PDT
      - a. Consider what events we want to continue for future.
        - i. Do we need to continue four Advisor Days/ Town Tall?
      - b. Megan will talk with PDT on Monday.

### **V. New Business**

- a. Advising Intranet Site/Advising Wiki info – Megan T.
  - i. Brought up at U College advising meeting on Tuesday.
  - ii. Wendi wasn't at Spring Advisor Day when Brent talked about Onboarding working on advising wiki.
  - iii. Will a different subcommittee or work group be working on wiki?
    - 1. Clint thought it was an onboarding/tech partnership.
  - iv. Megan is going to Onboarding meeting on Tuesday to follow up.
  - v. Wiki is moving to Teams.
    - 1. Infrastructure is there but waiting on content.

2. The Team could have groups for each subcommittee to share their own documents.
- b. Fluid Registration Questions – Megan T.
    - i. Do we have a guide for students to know how to get on waitlist with fluid?
      1. There is a dial asking student if they want to be added to waitlist.
      2. Could possibly send a screenshot .
    - ii. Waitlist
      1. GEO asked how big their waitlist should be.
      2. Most schools/departments set it between 5-10.
      3. Waitlist should be larger so not to perpetuate students requesting to get in the course.
        - a. Students may not know where they are on waitlist, don't want to give false hope.
      4. Larger waitlist gives chair leverage to request additional sections.
      5. Schools/departments can increase numbers on waitlist right now if desired.
    - iii. COB waitlist
      1. BE 141 is very popular, could be a good waitlist course.
    - iv. Swap feature
      1. Mechanics don't change, but the display will.
    - v. Any other ways to announce change to students
      1. Current procedures are what we have in mind.
      2. Video?
        - a. Ryan Gray made videos before.
        - b. Could be helpful for transfer students with virtual appointments.
      3. Could TV-10 students could make a commercial?
  - c. Adjusting AAC Membership Terms to Match Academic Year – Gina
    - i. Some advisors wondering if it would be better to move call for subcommittees to April; advisors serve for academic year instead of calendar year.
      1. Historically, the timing may have been related to AAC elections.
    - ii. AAC Constitution guidelines for elections and subcommittees
      1. Per Constitution, AAC calendar year runs January-December; chair must send new committee info in December or January.
      2. AAC can make changes as necessary.
    - iii. If we moved call to April, could new subcommittees start in July?
      1. Would it be troublesome for PDT committee to create budget and start planning events for another group to execute?
    - iv. Clint will survey advisors to check their preferences.
  - d. UC to Department/School Advising Transitional Meetings - Gina
    - i. Transitional meetings were a previous recommendation by AAC and popular for 2-3 years.

- ii. TCH, SED, and NUR having transitional meetings.
  - 1. CHE may have started a transitional meeting this semester.
- iii. Coordinating these meetings are typically labor intensive and have low attendance.
- iv. Some majors have meetings for students of all class standings.
- e. Students requesting courses-- Clint
  - i. Has a few students emailing that their holds are removed and they want to enroll in classes, mainly general FCS classes.
  - ii. Jess finds this happens every semester.
  - iii. Persistence committee has been giving microgrants to students.
    - 1. Some students have financial blocks lifted end of December/early January, but this is an insignificant number.
  - iv. Julie Huber has not noticed a significant uptick in these situations.
  - v. Brian confirmed there is not an increasing trend of students wanting to enroll now.

**VI. Campus Solutions/Registration-Brian and Jess**

- a. Tile is switching over tomorrow-students can use class search and planner.
- b. CourseFinder is supposed to be updated with fall classes on March 1<sup>st</sup>.

**VII. Committee Updates**

- a. Assessment-Janet
  - i. Student survey has launched, seems to be working well.
  - ii. How does it work for department where 3 advisors not assigned?
    - 1. Likely sent from 1<sup>st</sup> advisor.
- b. Technology-Brian/Jess
  - i. Discussed fluid documentation.
- c. Teacher Education-Clint
  - i. Next session March 6<sup>th</sup>, reminder will be sent soon.
    - 1. Student group presentation and Kelli Appel's role.
- d. PDT- Megan B.
  - i. Will meet on Monday.
  - ii. Debrief on Spring Advisor and planning next year's events.
- e. Advisor Onboarding-Megan T.
  - i. Haven't met yet.
  - ii. There are a few new advisors in U College.

**VIII. Student Representative Report-Michaela**

- a. Peers starting spring service project- donations for School St. food pantry.
  - i. Located inside 1<sup>st</sup> Methodist Church.
  - ii. Peers required to bring 1 item/month.
    - 1. Drop off in Fell 340 reception area.
  - iii. Perishable items in high demand.
  - iv. Raffle for students who donate, end of each month drawing for gift baskets.
  - v. Donations will be dropped off once per month.

**IX. Other business?**

- a. Registrar updates -Jess
  - i. Starting to work with Arturo for website updates.
  - ii. Position for IAI director will be posted soon.
- b. University Testing—Jess
  - i. Construction for University Testing is finished.
    - 1. Testing should move by end of this month.
  - ii. Campus event potentially held in March.
- c. Preview
  - i. Signed off on slate reservation system today.
  - ii. Next will be working on solution for transfer day appointments.
    - 1. May reach out to major advisors for help.
- d. Herb Sanders Award-Amy
  - i. Confirmed that paper invitations and brochures were distributed in past years.
  - ii. Keep brochures, invitations electronic.

**X. Next meeting – March 7th @ 1:00 PM in MLT 102C**

**XI. Megan B. motioned to adjourn, Gina seconded.**