

AAC Agenda: March 7, 2019

Present: Megan Baxter, Ryan Gray, Bryan 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 February 7, 2019**
 - a. Megan motioned, Ryan seconded.
- II. Chair's remarks**
 - a. No remarks.
- III. Secretary/Treasurer Report**
 - a. Spent \$345 on advising awards, which is \$95 over budget.
 - i. Expected due to additional award recipient.
 - b. Next year's budget request
 - i. Additional \$500 requested for PDT events.
- IV. Old Business**
 - a. PDT Budget Increase Request
 - i. Tabled to New Fiscal Year.
 - ii. Megan went to last PDT meeting with suggestions for budget.
 1. Decided to stay with what they have planned for FY20 but may consider it for FY21.
- V. New Business**
 - a. Keys to Academic and Career Success Video – Ryan
 - i. Product of University Academics and Career Council.
 1. To be used for Preview presentations.
 - ii. How can departments integrate it into their sessions?
 1. Clint would be willing to incorporate video or use terms in dept. session.
 2. Agreed to encourage schools/departments to use in their sessions.
 3. Important to share career development with students and parents and have consistent language.
 4. Video is planned to be created by May 1.
 5. Possible to send departments/schools a handout with common career development terminology to incorporate in their sessions.
 - b. Recovery Gift – Gina
 - i. Agreement to send a card to Mark as he recovers.
 - c. Fluid Registration Questions from UC – Megan
 - i. Is there a place/person to contact if advisors have questions?
 1. Contact Bryan Hays or the Registrar's office.
 - ii. Difference between favorites vs. planner.
 1. Favorites likely do not carry over from term to term.
 2. Students will not be able to plan classes beyond Fall 2019.

- iii. How do we search for available general education classes?
 - 1. Start with CourseFinder.
 - 2. Advisors have classic registration system but students will not.
 - a. Advisors classic view will not be updated for future semesters.
 - b. Discussions with Oracle show no changes planned in near future.
 - i. We have more specific customizations than other institutions.
 - 3. Coursefinder
 - a. Can general education categories display a list of classes by subject instead of current search results?
 - i. Currently working on a solution that would allow this.
 - 4. Bryan can create permission for advisors to run query to see open spots in gen eds.
- d. ECO 101 & 102 IAI Status? – Clint
 - i. March 28 panel meets to review/approve these courses.
 - ii. Likely will be approved for SBS category in IAI.

VI. Campus Solutions/Registration- Bryan

- a. Issues affecting a small set of courses not showing up for Fall 2019.
- b. Some students cannot select a section of a course.
- c. We likely have a fix but waiting to see when they go in testing and production.
- d. Trying to hide the old registration link in the student service center.
- e. Some advisors having trouble with needing to search for classes twice.

VII. Committee Updates

- a. Assessment
 - i. Have not met.
 - ii. Extended student survey a week due to weather related administrative closures.
 - iii. Students responding to survey more than they ever have (1400 students so far).
 - 1. Priority registration winners have already been assigned.
 - iv. Advisor survey going out, advisors are responding (55 since last checked).
- b. Technology
 - i. Clint received emails from Alan/Wendi suggesting a work group for establishing a wiki.
 - 1. Wendi has advisors who may be interested.
 - 2. Megan T heard from onboarding the suggestion that a work group should create wiki and Onboarding can maintain it.
 - 3. Clint will send out a call for volunteers.
 - a. Ryan will be the AAC representative on the group.
- c. Teacher Education
 - i. Megan B. is co-chair of the committee.
 - ii. Kelli Appel presented yesterday on recruitment.
 - iii. Next session will be on April 24.

1. PBA workshop review or Q/A session with Judith and Heidi.
- d. PDT
 - i. Held common reading on food security.
 - ii. Next meeting is Monday.
- e. Advisor Onboarding
 - i. Discussed establishing work group for wiki and approval from AAC.
 1. Once created, Onboarding will maintain it.
 2. AAC approves creating a work group.
 - ii. Have a new advisor manual available and would like a more formalized system to share it.
 1. Can share manual on the listserv.
 - iii. AAC used to send end of semester reminders to advisors.
 1. Are we planning to do this moving forward?
 2. Clint will check with Allison to see if she has a copy.
 - a. Megan B will check emails from previous AAC chairs.

VIII. Student Representative Report

- a. APA food drive successful.
 - i. Advisor and peers donated but not many student contributions.
- b. Will continue drive for March and April.

IX. Other business?

- a. Associate's degree policy-Jess
 - i. Should Jess send regular Registrar Reminder emails?
 - ii. Associate's Degree
 1. Academic Senate brought up some students come to ISU not realizing how their Associate's degree counts.
 2. Heartland Community College is putting an IAI completion mark on Associate's degree.
 3. Campus Solutions should show if student meets this requirement with the Associate's degree.
- b. Senate question about sending students email notifications for blocks.
 - i. No emails can be sent.
- c. Measles outbreak-Jess
 - i. Outbreak reported in Urbana and Dekalb.
 - ii. Students should be immunized or have a valid reason for not being immunized.
 - iii. Staff is much more variable.
 1. Some staff may not have immunization records available.
 - iv. If outbreak happens, anyone in contact cannot return to work until they confirm that they received immunization.
 1. Make sure immunization records up to date as a precaution.
- d. Subcommittee call timeframe.
 - i. Clint will send out advisor interest survey.
 - ii. Also need to set up subcommittee for annual constitution review.

1. Subcommittee will review constitution and give recommendation to AAC.
2. Subcommittee members must be on AAC.
3. Clint, Megan B., Megan T., and Gina volunteered.

e. General Education program- Amy

- i. Sending email out to students for feedback on general education.

X. Next meeting – March 21st @ 1:00 PM in MLT 102C

XI. Megan B. motioned to adjourn, Ryan seconded.