

AAC Minutes: May 2nd, 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 April 18, 2019

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

II. Chair's remarks

- a. Student Government Representative for 2019/2020
 - i. Joe is graduating in May 2019.
 - ii. Amelia is meeting with Sami, President of SGA, and will ask about new representative.
- b. Future AAC meetings
 - i. Fall 2019 meetings will be held from 9-10:30 am on Thursdays, starting August 1.
 - ii. Summer meeting is scheduled for June 10 from 1-2:30pm.
 1. Clint will inform Soemer and check on room availability.
- c. Herb Sanders Reception
 - i. Low attendance at Herb Sanders this year, which may have been due to a lack of communication.
 - ii. Herb Sanders will be combined with Town Hall next year, so all awardees will be recognized and larger community will be welcomed.

III. Secretary/Treasurer Report

- a. FY20 Budget
 - i. Review of FY20 budget is in process; will be approved by summer.
 - ii. AAC will invite PDT to June 10th meeting to discuss future programming and budget needs.
- b. Treasurer Role
 - i. Discussion on making the treasurer a more active role to increase communication and take responsibilities off of Soemer.
 - ii. AAC agreed to the following duties for the treasurer.
 1. All receipts/invoices for events will be sent to the treasurer via email, who will then send them to Soemer for reimbursement.
 2. Treasurer contacts subcommittees in December/January regarding budget changes for next fiscal year. AAC reviews requests and sends total AAC budget to Soemer in February.
 3. Treasurer will inform subcommittees of line item budgets for each fiscal year, stating that subcommittees cannot go over budget.
 4. If subcommittee is concerned about going over budget for an event, they must contact treasurer for approval.

IV. Old Business

- a. Charges for Advisor Onboarding

- i. Some confusion over what their charge is.
- ii. AAC invited Brent to May 16th meeting to discuss the charge.
- iii. Amelia contacted Sam regarding advisor training and is awaiting a response.

V. New Business

- a. Technology Subcommittee
 - i. Alan asked if AAC would like the subcommittee to update summer checklist, advising syllabus, and checkpoint charts.
 - 1. Checkpoint chart on website—should be deleted.
 - 2. Advising syllabus is under review.
 - 3. AAC plans to review summer checklists during May 16th meeting.
 - 4. Decided to move old meeting minutes to past minutes webpage.
 - b. Transfer Day Appointment System
 - i. Amelia gathered feedback from advisors who tested solutions to TDAP.
 - ii. Will likely go with Slate for solution.
 - 1. This will change our processes--we need to be prepared.
 - 2. Training is needed for advisors to know how to put appointments in Slate.
 - 3. University College will have the biggest change.
 - 4. Will have a cut off date when TDAS ends, Slate will be used in the fall.
 - 5. Every student has the opportunity to cancel an appointment.
 - 6. CFA students may have appointments scheduled before audition results.
 - a. Slate will allow students to make appointment based on major in the system.
 - b. Different audition dates lead to different result notifications, making it hard to set specific appointments.
 - iii. Open house next Tuesday for new Admissions center

VI. Campus Solutions/Registration

- a. Pass / No Pass Report? – Gina
 - i. How can advisors access a pass/no pass list?
 - 1. EDA is working to have it added to the dashboard.
 - 2. Jess will email the advising listserv when it on the dashboard.
- b. Bryan is leaving, last day is next Wednesday.
 - i. Crystal is taking over most registration related items.

VII. Committee Updates

- a. Assessment-Janet
 - i. Having initial discussions for assessments and have four more meetings planned through May.
 - ii. No qualitative data yet.
 - 1. Will likely meet regularly over summer and report in early fall.
- b. Technology- Jess/Bryan
 - i. Discussing some RFP and training items.

- c. Teacher Education- Megan B.
 - i. Have not met, no new information.
- d. PDT- Megan B.
 - i. No new information.
- e. Advisor Onboarding- Megan T.
 - i. Have not met.

VIII. Student Representative Report-Michaela

- a. Students seem to have a lot more classes waitlisted than before.
 - i. We increased the number of wait listed classes a student can have at one time.
 - ii. Students are allowed up to 15 hours of waitlist courses.
- b. Registration
 - i. Slower process than before, planner is not helpful.
- c. Is there a 1-click option for registration?
 - i. No, will always be multiple steps to ensure students don't sign up accidentally.

IX. Other Business?

- a. None

X. Next meeting – May 16th @ 1:00 PM in MLT 102C

- a. Ryan motioned, Megan T. seconded, all approved.

Respectfully submitted:

Gina Turton

5/17/19