AAC Minutes: February 20, 2020

Present: Megan Taylor, Ryan Gray, Brent Kane, Brody Frieden, Gina Turton, Shanna McDaniels, Amelia Noel-Elkins, Soemer Simmons, Jess Ray

I. Approval of minutes from February 6th, 2020.
   a. Megan motioned, Gina seconded, minutes unanimously approved.

II. Chair's remarks
   a. Who should send out fall registration breakdown?
      i. Registrar staff who formerly sent the breakdown out to listserv retired. Should AAC send this now?
      ii. More appropriate for Registrar's office to send it. Fall 2020 dates will be coming out next week. A summer 2020 breakdown was sent at the end of January to advisors.
      iii. There will be live monitoring of registration on new web server by AT to prevent outages that have happened in the past.

III. Secretary/Treasurer Report
   a. PDT sent corrected FY21 budget proposal as they didn't intend to ask for an increase. AAC approves. Treasurer will send approved budget requests to Soemer.

IV. Old Business
   a. Registration Dates & Times – Ryan & Crystal
      i. With fall registration around the corner, AT/Web can edit error messages if we can agree on what we want them to say. If we do include AAC Tech, we need a list of what the current error messages are.

V. New Business
   a. Advisor Assessment Results – Ryan
      i. Survey implemented in March 2019. Survey done about every 3 years.
      ii. Sixty-four advisors out of about 75 total advisors on campus completed.
      iii. Results similar to last time.
      iv. Similar to student satisfaction survey in that advisors feel individual appointments are most effective compared to group appointments.
      v. Qualitative data related to professional development resources was provided.
      vi. Providing more training/onboarding was a trend in feedback.
      vii. At the time this was done, there were degree audit concerns and that was reflected in data.
      viii. Student satisfaction survey data is all aggregate – is it reasonable to implement departmental surveys? AAC Assessment has talked about creating a template in Qualtrics for departmental use.
      ix. Survey data sent out by Tracy on Spring Advisor Day follow-up email.
   b. At-Risk Emails, Minor advisors – Brent
      i. At-risk emails are no longer going to minor advisors.

VI. Campus Solutions/Registration
   a. Formstack for override requests
      i. Report any observations to Crystal Nourie and Wendi Whitman.

VII. Committee Updates
   a. Assessment – Ryan
      i. Meeting today
   b. Technology – Ryan
      i. Met two weeks ago and talked about:
         1. Override request form. Does waitlist impact this?
         2. Talked about doing a survey of advisors to see what priorities related to registration students might want to see on My.
         3. Gave updates on degree audit fixes
         4. Petition dashboard released soon – includes Petition for Graduation Exception Approved/Denied report.
   c. Teacher Education – Jess
      i. Megan sent out the update.
   d. PDT - Shanna
      i. Met last week to debrief Spring Advisor Day. Feedback has been very positive and attendees liked having the awards right after advisor day. Working on a feedback form and we welcome any suggestions of things that were missed during the day. It was suggested to do a mini-session follow-up on advisor notes.
      ii. Committee suggestions for end of the year celebratory event:
         1. How do we spend our time in the summer?
         2. How do we prepare for fall?
         3. Have advisors discuss something they are proud of that they accomplished this past year.
         4. Preview – How other departments have been supportive during preview (instead of listing ways to be supportive) Consider bringing Corey Burgess to talk about any changes coming
      iii. AAC suggestions for end of year event:
         1. Don't invite too many people that are providing info at the service level that could otherwise be sent via email.
         2. Amy wants to talk about the new catalog.
         3. Send out calendar invite so advisors can save the date.
   e. Mentoring & Connections – Brent
      i. First coffee break went well. Lots of attendance. New advisor in TCH came.
      ii. Tour of CESL next Friday with advisors who have started in the last two years and afterwards a February dining discount lunch at Watterson.
         1. Thoughts about opening it up to existing advisors? If we have a smaller RSVP of new advisors and mentors, then we could consider it.
   f. AAC Awards Selection
      i. Will want to start discussing new tool since we lost everything in Formstack.

VIII. Student Representative Report
   a. Can we have a breakdown of summer gen eds by category in Course Finder?
      i. Technical issue that has come up in the past – Jess will look into it
      ii. Could we pull the list of summer gen eds and have it on a different page that hyperlinks to CF as an alternative?
         1. This increases challenge on web support setting because if there isn't a good indicator it doesn't work.
         2. Does the unavailability of this filtered list contribute to a decline in summer enrollment?
            a. The Provost's office hasn't said this is an area of concern
            b. Why not combine summer and fall registration again then? That was a change that came down from AAC.

IX. Other Business?
   a. Preliminary audit on spring grads began this week.
      i. Each petition takes 15 minutes to process.

X. Next meeting – March 5th
   a. Brent motioned, Ryan seconded, all approved.

Submitted by:
Shanna McDaniels
3/1/20