

AAC Minutes: August 20th, 2020

Present: Megan Taylor, Soemer Simmons, Shanna McDaniels Lindsey Prior, Jess Ray, Brenton Kane, Gina Turton, Jazmyn Thomas, Kelly Kennedy, Wendi Whitman, Janet Tulley, Amy Hurd, Amelia Noel-Elkins

- I. Approval of Minutes from August 6, 2020
 - a. Gina Turton motioned, Brent Kane seconded, minutes unanimously approved.
- II. Chair's remarks
 - a. Nothing to report.
- III. Secretary/Treasurer Report
 - a. Nothing to report.
- IV. Old Business
 - a. Department advisors' access to imaging – Working group
 - i. Jess' recommendation is for department advisors to obtain access to graduation information. The admission application information is not in his purview. The third piece of imaging is records and there are items included in that which access should be limited to from a privacy standpoint.
 - ii. Do U College Advisors truly have additional access? Since Patrick McNulty, Ryan Gray, and Mindy Kinney worked through this to see what Patrick can see compared to what Mindy can see, perhaps it's just that Patrick has "super user" access that other advisors do not. We don't want the perception to be UC advisors can see things department advisors can't if that's not true.
 - iii. Department advisors deal with pre-admits, third enrollment forms, etc. and should have access to those items. Brent will follow up with working group.
 - b. Spring Registration Dates – Brent
 - i. Since there is a precedent previously set for us moving back dates to make sure schedule is accurate, we should consider moving the start of advance registration to 10/19 this for spring 2021 to attempt to avoid some of the difficulties of fall 2020 schedule changes on registration. To give as much time to developing the spring schedule as possible. We would need to know by September 21st if we want to proceed with changing registration dates.
 - ii. Would us pushing back a week interfere with other important dates? Priority registration is set to open 10/12 and there is a TROD on 10/16. From Crystal's standpoint, moving it back is not difficult. Potential impacts to Student Accounts holds – Wendi and Amelia will check on this and think through potential domino effect. Advisors on AAC can check in with other advisors to see how this would impact their areas.
 - iii. Dates to consider when thinking through domino effect: TROD on October 16, moving Priority & Seniors registration to week of October 19, 3rd tuition payment due October 9, Juniors start week of October 26, TROD on October 30, Sophomores week of November 2, Freshmen week of November 9, 4th tuition payment due on November 13
 - c. "Best Practices" Handout for Advising during COVID – Amelia
 - i. AAC members should follow up to last message on this from Janet and Brent will send to Advising Wiki and advising listserv.

V. New Business

- a. AAC Constitution Change Request – “Constitution” to “Procedure” or “Charge”
 - i. We need to determine if NACADA requires us to call it a Constitution.
- b. Communication and use of new Student Success Dashboard – Amelia
 - i. Advisors from AAC Tech have been testing this new dashboard. The second update will be launched in January – How do we want to advertise this? How do we want to talk to students about it? We want to make sure we have an accurate advising list to give access to. Recommend AAC Tech to offer drop-in Zoom session once access is granted, kind of a show and tell of how the dashboard works to be timed around the same time it goes live.
- c. Phenom Survey - Jazmyn
 - i. Noble students are now called Phenom students. Half of Jazmyn’s caseload is comprised of these students. She sent them a survey about if they were able to access their textbooks, what their goals are, if they’re living on or off campus, and how reliable their technology is. About half have responded as of now. She exported their responses through Google Forms. 17% didn’t have a reliable laptop so I reached out to them to reach out to Technology Support. Students seemed grateful when she reached out to them directly. Doing outreach really early can give advisors better idea of needs to be met.
 - ii. The Provost’s office sent a survey out to students via Qualtrics. Should we have potential session with Ryan Smith from University Assessment, providing overall feelings, numbers, stats presented in survey responses? Amelia will follow-up with Ryan. Will ask for a separate session with advisors since it would take more time than Fall Advisor Day allows and that is too far out to use the data collected.
- d. Department Advising Caseloads – Brent
 - i. Any caseload over 400 advisees should be given attention to, especially during this time. We shouldn’t have more students assigned to us than the advisor can meet with in a semester.
 - ii. There are advising management and student access issues with caseloads this large.
 - iii. NACADA caseload recommendations: 450-500 declared, 300 undeclared
 - iv. Advising complexities must be considered – advisors advising one sequence vs. multiple sequences, advisors with a lot of probation students, etc.
 - v. Amy spent a lot of time in fall 2019 identifying where the burden is heavier. After everything that has happened in the past 5 months, she feels like we have to start all over again.
 - vi. We know that small caseloads work. This data will be appreciated by Provost Tarhule.
- e. AAC Awards Nomination Process
 - i. Using Formstack or Qualtrics? Qualtrics recommended.
 - ii. We will set dates for nomination process at next meeting.

- VI. Campus Solutions/Registration
 - a. Advisor name listed on Class Roster Report – Amelia
 - i. A faculty member from Accounting brought this up years ago and wanted to have the advisor's name listed on class roster report. Is there hesitation around this, as we don't want faculty dumping off student contact to advisor? Or do we want primary advisor listed?
 - ii. This could streamline process and eliminate barriers for getting student help they need as well as guide faculty to correct advisor more quickly.
 - iii. Since a single faculty member requested, we should try to get buy-in from other faculty. Does this affect CTLT due to how it would affect ReggieNet?
 - iv. We will proceed with this. Probably will take 2 years to actually implement. My Dashboard enhancements with advisor listed will be a workaround until this happens.
 - b. Asynchronous/Synchronous listings for spring – Brent
 - i. Tabled to next meeting due to lack of time.
- VII. Committee Updates
 - a. Assessment
 - i. Nothing to report.
 - b. Technology
 - i. Nothing to report.
 - c. Teacher Education
 - i. Nothing to report.
 - d. PDT
 - i. Is it okay if graduate students with advising responsibilities attend Fall Advisor Day? Yes, there is precedent previously set for that.
 - e. Mentoring & Connections
 - i. Nothing to report.
 - f. AAC Awards Selection
 - i. Nothing to report.
- VIII. Student Representative Report
 - a. Kelly Kennedy is our new Student Rep. She is an Academic Peer Advisor in U College. Feedback she is hearing from many students is asynchronous vs. synchronous course listings not being accurate. Course meeting times are inconsistent. UC Advisors should report these issues to Brian while departmental advisors can report them to Amy.
- IX. Other Business?
 - a. Many changes were made at the last minute to textbooks for fall courses. If you have any influence with colleagues who teach, please inform them on the ramifications for students when these changes occur. Help them realize unintended consequences.
- X. Next meeting – Sept. 3rd
 - a. Brent Kane motioned, Megan Taylor seconded, all approved.

Submitted by: Shanna McDaniels, 8/28/20