AAC Minutes: September 17th, 2020

Present: Brent Kane, Amelia Noel-Elkins, Ryan Gray, Janet Tulley, Soemer Simmons, Derek Meyers, Lindsey Prior, Megan Taylor, Kelly Kennedy, Wendi Whitman, Jess Ray, Derrek Drenckpohl, Shanna McDaniels, Jazmyn Thomas, Crystal Nourie, Amy Hurd

1. Chair’s remarks
	1. Goal is to keep the conversation moving in the interest of having enough time to discuss all items on agenda.
2. Secretary/Treasurer Report
	1. Approval of minutes from September 3rd
		1. Brent Kane motioned, Ryan Gray seconded, minutes unanimously approved.
	2. Advisors reached out questioning the NACADA caseload recommendations noted in the August 20th minutes. A source for those previously noted numbers couldn’t be found in searching NACADA or CAS Standards for Academic Advising. AAC is doing research on advisor caseloads in an effort to enhance retention.
	3. AAC Budget update
		1. Will be paying $450 to Fall Advisor Day keynote speaker. $2,050 remains in budget and only other anticipated fall expenditure is Advising Awards plaques.
3. Old Business
	1. Department advisors’ access to imaging – Working group
		1. Nothing to report.
	2. “Best Practices” Handout for Advising during COVID – Amelia
		1. Brent going back to find the most recent email in the chain, will share it with Amelia, who will share it to Advising Wiki.
	3. AAC Constitution Change Approval – “Constitution” to “Charge”
		1. Brent Kane motioned, Megan Taylor seconded, motion carried.
		2. Amelia’s new position needs to be added to Charge as well as “Chair/Associate Dean with supervisory responsibilities for academic advising” changed to “Chair/Assistant Dean” to reflect Janet’s title
	4. Communication and use of new Student Success Dashboard – Amelia
		1. Shared comments on dashboard from AAC with Erin Thomas in Student Affairs. We hope to launch on Monday, September 21st. EDA will be collecting feedback. Major revisions to the dashboard will be happening in January.
	5. 2nd 8 Week Course options in Spring – Brent
		1. Would be beneficial if we have more options considering how quickly these fill
		2. Four THE classes being converted as well as two SOC classes.
		3. Should academic advisors be encouraging these course conversions in their units? They do free up half the semester for faculty for research and some have already been built as 8-week courses for summer session. There’s the question of when we put this out in the system, as it’s going to fill up fast. So when do we have these in our back pocket and when do we deploy during advance registration?
4. New Business
	1. Advising Assessment Results by Department – Amelia/Derek Meyers
		1. Addressing student success issues at the department level, then addressing the college, then the university. Academic advising is incredibly important to student success. The intent is to include some assessment pieces to support this.
		2. Derek wanted data sharing of graduation and persistence rates and where students go when they leave a department ran past AAC first.
		3. Know that anyone looking at raw data would not necessarily know who the target advisor was in the responses. We would only share department to department, not comparing against other departments.
		4. What about first year advisors? Are they factored into the department they are liaison for? We will use ULID and major identified at the time of assessment completion to ensure that students responses are targeted at specific advisors.
		5. We do tell students that the survey is anonymous (not confidential), therefore is it right to share identifying info about the advisor? Conversely, the needs addressed by unit do show great need for advising.
		6. We should approach this with caution - It’s not a clean sharp line from students to advisors. Special populations are really important to consider here.
		7. We were under IRB for survey - is that a problem? Derek will be looking into it.
		8. U College – are students working with assigned advisor or Advisor on call? Sometimes they’ll want to stay with AOC, but mostly assigned advisors.
		9. Will be presenting trends to department chairs. Education piece showing the importance of academic advising and how it ties to student success, which feeds into our conversations about high caseloads. The goal is not to point out terrible advisors in the departments.
		10. Quantitative data would be telling this story – identifying qualitative data info was pulled out by Derek. Not Amelia’s intent to share qualitative data.
		11. Would this be sent to advisors themselves or just Chairs? Amelia is going to begin setting up meeting starting end of Sept. She has test depts identified to see what kind of info all departments would want. If advisors are comfortable, she thinks she will bring it to AAC to see if we should share this with academic advisors. Any concerns about this from lone department advisors – having Amelia come talk to boss about advising? This is only one piece of what she will be talking to them about. Also talking about courses with high DFWI rates.
		12. Voting members voted on Amelia’s intention of working with Derek to move forward with collecting information and talking to test departments. Motion carried.
	2. Advising Assessment Tools/ILACADA – Shanna
		1. I know we were taking this year off of the advising assessment to reformulate the questions and help with gaps to advising community.
		2. These tools were shared at annual ILACADA conference and a few of the ISU advisors in attendance were impressed: <https://drive.google.com/drive/folders/1VQXtd69UR0W-MZsiih8pWXsboSFsFw2t>
		3. These tools assess advisors, whereas ours assess advising. It’s not our place to review advisors. This is done department by department since duties vary greatly.
		4. Samples of advisor assessments units are using will be shared to Advising Wiki.
	3. Communications with Students on WX Date – Megan
		1. UC Advisors are requesting additional information about the WX deadline extensions be sent to students.
		2. Is this deficit thinking to further highlight this? What is it we’re trying to accomplish with sending again?
		3. We want to ensure that students are able to see the information, as some are surprised by this in advising appointments. It was 5 paragraphs down in the update that was sent out.
		4. Advisors should forward on this info to their caseloads as well.
		5. AAC recommends Registrar send an email to students about this.
	4. Support for Black students follow up – Brent
		1. An important topic was brought up at the end of our last meeting that we want to give more time to.
		2. Not really doing a very good job in responding to our black students’ needs. They have reached out to us with problems and we need to do a better job in helping them feel successful and welcomed at ISU.
		3. AAC recommends that we continue to put resources into professional development opportunities which address realizing anti-racism in advising, that we following up on our conversation from spring semester regarding marginalized students, and that we all take a look at the resources Amanda Papinchock shared to the Advising Wiki addressing anti-racism.
	5. Advisor feedback on Town Halls – Brent
		1. Advisors appreciate these opportunities, in fact they love it so much they want Amy to host these by college. They are not as comfortable sharing in that large group format.
		2. Amy will take a look at her schedule and see if these can be fit in, in the meantime will consider adding polls to larger town halls to help with engagement.
5. Campus Solutions/Registration
	1. Asynchronous/Synchronous listings for spring – Brent
		1. Can we hide spring classes while modalities are changing to avoid confusion? Students are already looking at it, hesitate to make it disappear.
		2. How about adding a heading warning students that modalities are changing – which is something that is always capable of happening, just didn’t happen at the frequency it has been recently.
		3. Provost wants modalities determined by October 1, but Amy warns that things will still be a little fluid.
		4. Once an instructor makes a decision about going online – there’s no going back.
		5. Synchronous and asynchronous info being added to Course Finder
		6. Some faculty are putting things in Course Finder and then deviating from that. That is being addressed in the message going out today.
		7. Thinking about wording for fall semester finals emails and will likely reach out to AAC for feedback.
6. Committee Updates
	1. Assessment
		1. Haven’t met, will talk in next AAC meeting about what committee could be working on.
	2. Technology
		1. Met last week, majority of discussion was about dashboard.
		2. Working on Zoom training for using Advising Wiki
	3. Teacher Education
		1. Meeting on October 6
	4. PDT
		1. Fall Advisor Day tomorrow
		2. Next meeting is October 13th. In the meantime, working with committee planning FITE/FISSE Fall 2020 professional development programming to avoid duplication of efforts/similar programming.
	5. Mentoring & Connections
		1. Coffee hour was a success, just turned out to be a larger meeting. Will be using breakout rooms going forward. Working on a training about how to update departmental Advising Wiki info.
	6. AAC Awards Selection
		1. Nothing to report.
7. Student Representative Report
	1. Nothing to report.
8. Other Business?
	1. Shanna’s last AAC meeting. Best wishes! Wendi taking over meeting minutes during Shanna’s leave.
9. Next meeting – Oct. 1st
	1. Wendi Whitman motioned to adjourn, Brent Kane seconded, all approved.

Submitted by:

Shanna McDaniels

9/21/20