

AAC Meeting Minutes
Friday, January 27, 2023
10:00am MLT 102C

In Attendance: Ryan Gray, Brittney Vietti, Amy Hurd, Sarah Roth, Priyanka Aich, Soemer Simmons, Katie Matheny, Kate Weiser, Jill Thomas, Rebecca Laible, Janet Tulley

- I. Approval of minutes from January 13th
 - a. Approved by Brittney, seconded by Jill

- II. Secretary/Treasurer Report
 - a. \$2,380.15 current budget balance. Still have GEER grant money to spend (separate from budget balance). PDT can use it for end of year wrap up for food and other needs.

- III. Old Business
 - a. Brittney asked if we have any more responses for the AAC subcommittee membership. Ryan said we received a few and hope to get a few more from advisor day.
 - b. Crystal reported that registration will now stay open from advanced registration till classes start. Wait lists will still close at day 5 of classes. Discussion on open seats available afterward. Seems each department chooses when to allow students into a class, there is no consensus on when a cutoff day for students to register for a class.
 - c. Crystal also reported that advanced registration times for students will be split starting in Fall 23. It will start with senior registering. Graduate, honors, athletics, and other priority students will stay the same.

- IV. New Business
 - a. Scheduling Finals-Amy
 - i. Amy reported issues with scheduling finals. Crystal reported that numerous faculty do not hold a final even though the final schedule was set. Leaving rooms vacant during those times.
 - ii. Amy said there is talk between SAAS (Student Access & Accommodation Services) and some departments due to such a late (11:00pm) final exit time from the building after final. This is an unsafe time for students to leave.
 1. Currently there is a one-hour break at lunchtime during finals each day. Discussion on either changing break time down to 30 minutes would change finals ending at 9:10pm. If remove break all together leaving a final would be 8:40pm. We could also offer to provide some of these finals on Saturdays.
 2. We will remove the break in finals and Crystal will set the final schedule using this plan. If need to modify after discussion with some departments Amy will notify committee.

- V. Committee Updates
 - a. Assessment
 - i. None

- b. Technology
 - i. None
- c. Teacher Education
 - i. Committee met and discussed setting a date for Chat with Troy Hinkel, an in-person session for new and current advisors who work with education majors. Date set for February 22 3:00pm in DeGarmo 551.
- d. PDT
 - i. Finalizing Spring Advisor Day at the Alumni Center on February 17th. Then will begin working on PDT Wrap Up end of year session. Tentative date is May 15th at Ewing Manor.
- e. Mentoring & Connections
 - i. None
- f. Advising Awards Committee
 - i. Currently only one submission so far. Will send out more reminders for people to apply.

VI. Student Representative Reports

- a. Katie had a few questions regarding registration and overrides.
 - i. The academic calendar says January 24-30 students can add a class with overrides, what time does that end? Answer: 10:00pm. But students still do not know who to contact about getting an override or the process.
 - ii. Discussion on issue suggested sending an official email to all students about the registration process including the override process (Brittney). Could also try putting this information under MY ISU, which may be difficult to do. Crystal recommending a sent email on what to do after 6th day (which is already sent to advisors) but also put on the calendar as well as placing information on the Registrar's homepage.

VII. Other Business?

- a. Amy reported that the job description for the new position, Director of Advising, Advocacy, Innovation and Technology is on the Provost's desk. She has a chairperson for the committee and the job is classified as civil service exempt. She hopes to fill the position end of spring 23.
- b. The position for Director of U College has finished zoom interviews and hope to identify a person the first of April. This is an A/P position.

VIII. Next meeting: 10:00am on February 10th. We will have a guest from the FERPA strategic planning who will speak at 10:30am.

Submitted by:
 Jill Thomas
 2-1-2023