

## AAC Meeting Minutes: October 15<sup>th</sup>, 2021

In attendance: Amelia Noel-Elkins, Mindy Kinney, Clint Smith, Derrek Drenckpohl, Jess Ray, Jazmyn Thomas, Lana Cunningham, Soemer Simmons, Crystal Nourie, Sarah Roth, Janet Tulley, Wendi Whitman, Theresa Sanchez

- I. Chair's remarks
- II. Secretary/Treasurer Report
  - a. Approval of minutes
    - i. Motion by Mindy, second by Lana.
- III. Old Business
  - a. Work From Home Policy
- IV. New Business
  - a. Academic Requirements Report – Theresa
    - i. Janet sent early advisor survey results to Theresa since Assessment knew Theresa was coming to this meeting, and wanted her to have the information as early as possible. Theresa now has a list of our most recent concerns from that survey. Assessment will work on getting the survey data out to the wider advising community as soon as possible.
    - ii. Some of these issues we can pursue now. A few had been misidentified as known issues, and so it's good to now know about them. Theresa will triage- certain things we can't fix right away. Others may be more about curriculum than the system, and that needs to be articulated as well.
    - iii. Should Theresa send us a regular update on these things? Here's where progress has been made, and here is what is still out there. Who should receive these updates?
    - iv. First enrollment vs. best enrollment. CS places whatever is enrolled in first in a certain category, not necessarily where it's best for the student. This happens with GE-SMT and BS-SMT frequently. We could have students taking things they don't really need or that are not the best option.
    - v. The system starts at the top and works its way down- the first place to put a course, it puts it there. The system doesn't go through every line of a student's record to figure out the best place to count something.
    - vi. Gen Eds are set up to count the first course. Elective courses are set up to take the best grade.
    - vii. The best location isn't going to be the same for every student so it is challenging for a system to accomplish this.

- viii. Also see confusion surrounding IAI Humanities and Social and Behavioral Science categories for History classes. ISU is not set up the same as the rest of the state, so this isn't a system issue.
- ix. Students with double majors- classes counting for one major, not the other. It should be working that a class counts for both majors. Give Theresa the student so she can check the 2 majors to see how they're set up. It could be that one major is set correctly, and another isn't. Once it's fixed for one student, it's fixed for everyone moving forward, which is great.
- x. Only so many hours from the major should count towards a minor- that's been challenging to set up in the system.
- xi. It's great the new way we're handling in progress transfer credit. Nice improvement.
- xii. IAI codes not counting correctly in the system- this gets caught in an initial audit. Heidi catches it and it's fixed without a petition. Is that process going to continue?
- xiii. Teacher Ed runs on the same requirement designation (RD), which is manually placed at the beginning. Build requirement designation attached to that course. That may not be done or it may be done incorrectly. Tried to move a lot of those over when we moved to CS. Some new courses since then. The data needs to be clean, so the right RD has to be assigned to it. Need to build them correctly as we come across them such as revisions to courses, or courses that come in and out of IAI. Have to put the RD in the course list and click Assign RD. Sometimes when advisors email transferregistrar, they just need to click Assign RD and it's fine. It's hard when it's manual- not a good way to go out and find them all. Registrar's Office had been doing individual exceptions for Teacher Ed, and now are making changes to the way things are built for IAI Teacher Ed instead.
- xiv. Advisors had noted it was an issue that petitions are not reflected until the semester students graduate. The Registrar's Office is slowly catching up on petitions.
- xv. Trying to clean up IAI and transfer courses that are coded incorrectly as they go, but it's important Theresa know about them to fix them.
- xvi. If it's a transfer course and should be a specific IAI code and it is not pulling correctly, they should email TransferRegistrar@ilstu.edu with that student's name and EMPL. For GE or BS, other non-transfer specific graduation requirements, they should email Graduation@ilstu.edu.
- xvii. If courses aren't showing up in the major, that's a problem. Theresa doesn't have any of these outstanding that they know of. Is this

happening? It's a huge issue if major courses aren't showing up in the requirements- Theresa needs to know.

- xviii. The petition needs to note that a course is counting in multiple areas. This comes up for major courses.
- xix. Do we need to remind the advising community that if there's a persistent issue regarding Degree Audit and your major to make sure Theresa is aware of it? Best to come from AAC- Jazmyn will send something out to the listserv.
- xx. Do we have a document with all of the known issues listed? Recent survey data. A few items from the consultant that are still hanging out there because there was no fix for them.
- xxi. Put this information in the Advising Wiki so we can periodically review that- advisors review and sign off every semester? Theresa could announce updates and it's a reminder to the advising community of what's a known problem, as well as what's been solved that we may not realize has been fixed.
- xxii. A lot of confusion about what this is called (Degree Audit, Progress Towards My Degree, Academic Requirements). Quite a bit of controversy. If we can agree as a campus what we're going to call it, that would help.
- xxiii. What appears in the student center? Is the label different for advisors in CS as compared to students in Fluid?
- xxiv. Some people want a 1 page document. There is no functionality that will do that as of now. So some departments will continue to maintain their own checklists.
- xxv. The pie chart calculations seem to be off- we aren't sure how that's calculated. Some have referred to the pie chart as "useless." Registrar's Office doesn't use Fluid environment, only Classic. The chart was automatically delivered. Ryan Gray is going to ask if the pie chart can be turned off.
- xxvi. KNR took a lot of time to get things right at the beginning, and things are so much easier for them now. Takes time to get majors like Nursing and SWK set up correctly, but it pays off over time.
- xxvii. Theresa is bound by the Catalog. Sometimes things have to be updated correctly in the Catalog- takes some curriculum revisions to get Campus Solutions to look the way you want it to look.
- xxviii. Do students still have access to the Classic view? Some think they still have a tile, while others think this was eliminated.
- xxix. Evaluations also uses Classic and prefers it to Fluid. We don't have a timeline for Classic going away for all users.

b. Preview 2022 – Janet

- i. Janet was part of a meeting with Preview staff to talk about Preview 2022. Possible significant changes to Preview now that we're coming back from COVID and under new leadership. Janet suggested we keep lines of communication open- should Corey come to AAC, or should someone like PDT host a mini Town Hall with Orientation staff?
- ii. They have been collecting ideas for changes/improvements over the last year or two- these may be implemented incrementally, or change things all at once since everyone is encountering a new normal. Want to build EDI into the program from the start.
- iii. Is Orientation still taking input or are they implementing changes? Had been looking at some old feedback, trying to pare down the list to things that are most likely still an issue and should be addressed.
- iv. Change can be hard for a program that's over 50 years old and has some traditions. It will look different, but the heart of Preview will continue to exist.
- v. Now is a good time to implement changes. Commencement is also changing in a pretty significant way.
- vi. Inviting Corey and Orientation staff to an upcoming AAC meeting as soon as possible. We'll plan to have both Student Counseling and Orientation present at the next meeting, if possible.

c. AAC Leadership – Jazmyn

- i. Today is Jazmyn's last day in University College. She is transitioning to a coordinator role in CJS which will have a small advising caseload. Do we continue with the status quo until elections since they are coming up so soon? We only have 2 more meetings.
- ii. Typically, AAC tries to run elections in time for new members to come to the last meeting of the semester. This doesn't leave enough time to make a change to membership right now.
- iii. Jazmyn needs to work with Web (Arturo) on the upcoming election. Can look back at old minutes for information. Then send an announcement to the listserv.
- iv. Is it best to run the election through My? Only certain people are eligible to vote in this election depending on their job description. By doing the election through My, it's only available to the people who qualify.
- v. The list of people who have advising roles comes from Jess- first an initial list from HR and then need to make sure everyone has at least 50% advising duties. Who has this list now? Lots of new people to add since last year.

- vi. Election announcement in My and then the election runs through Qualtrics. Wendi will forward a previous message from Brent to the group so we can see what was previously sent.
- vii. Jazmyn will be in touch with Arturo about the process.

#### V. Campus Solutions/Registration

- a. CS crash was caused by something external to us. Make sure to submit a ticket if you encounter an error so tech staff can be notified as soon as possible.
- b. On Monday morning, some students experienced an issue where their shopping cart was cleared and they had to reload it, and some classes filled in the meantime.
- c. Advisors can submit a ticket with student information. Can also send a message directly to Jess and Crystal.
- d. Chatter on Advising Wiki about online classes being full before juniors get a chance to register. We don't control what's being offered and in what format, but there's a general disappointment about a lack of online options and classes filling early.
- e. Can we look at course availability in general? It seems like some departments are offering significantly fewer seats. Are departments holding off on making decisions based on instructor availability and cost?
- f. Will it be a possibility for departments to offer more than 2 courses in Winter Session? Need more resources to offer more sections.
- g. Winter session will always be part of spring because of Financial Aid and Student Accounts.
- h. As a result, could we reexamine the policy of a 17 hour max? Is this a Catalog policy? It looks like it. Did this become a rule when Truth in Tuition occurred?
- i. The max would really need to just be increased by 1 hour to 18 hours, rather than 17- many students who run into an issue are trying to take 1 winter class and 5 spring classes for 18 hours total between the two time frames.
- j. Would we need to consult with Probation and Reinstatement staff before making a change? We don't want students to overextend themselves.
- k. Students can't take more than 1 Winter Session course. That's a new issue that's been identified.

#### VI. Committee Updates

- a. Assessment
  - i. Finished the survey- it went out and closed. They will go over the data at their next meeting in November.
- b. Technology

- i. Might pursue an option that would condense registration from a 5 step process to a 2 step process.
  - c. Teacher Education
    - i. No update.
  - d. PDT
    - i. Debriefed after the fall meeting. Looking at doing a mini-session on course projections/department planning since that has come up as a topic.
  - e. Mentoring & Connections
    - i. Outdoor coffee hour was a success. The advisor mentoring program is off to a good start.
  - f. AAC Awards
- VII. Student Representative Report
  - a. Not present.
- VIII. Other Business?
  - a. Changes to Commencement- recommend going to the Commencement website for all the updates. Separate doctoral hooding. Similar to what we did during COVID, opportunity to walk on stage- appt they set up. Otherwise, no crossing of the stage at Commencement.
- IX. Next meeting – November 11<sup>th</sup> @ 10 AM in Moulton 107

Submitted by:  
Sarah Roth  
October 25, 2021