

AAC Meeting Minutes  
December 16, 2022

In Attendance: Clint Smith, Brittney Vietti, Amy Hurd, Sarah Roth, Priyanka Aich, Soemer Simmons, Katie Matheny, Kate Weiser, Ryan Gray, Rebecca Laible

- I. Approval of minutes from December 2<sup>nd</sup>
  - a. Approved by Brittney, seconded by Sarah
  
- II. Chair's Remarks
  - a. Thank you, Lana and Sarah
  - b. Welcome Ryan, Rebecca, and Kate
  
- III. Secretary/Treasurer Report
  
- IV. Old Business
  - a. Advising Success Network Updates – Amy
    - i. Nothing to report at this time. No update on when the last module will begin.
  
- V. New Business
  - a. Slate Messages to Current Students – Stacy
    - i. Discussion about emails to current students. The Registrar's Office was asked to notify advisors when communication is sent to students. They aren't sure how and when to share this information (Wiki, listserv, etc). Should a weekly schedule be shared in advance?
    - ii. Do we only want messages that are sent to all students rather than targeted groups? Messages could range from 2-4 per week. Pat could provide a list of projected messages with a rough timeline.
    - iii. Consensus that advisors would like to see a rough draft of the messages rather than just the overall subject/title.
    - iv. Could a shared doc be created? Or could we copy the advising listserv on messages? Advisors could then create a rule in Outlook if they'd like so messages are automatically sent to a folder and advisors check that once a week.
    - v. This could be a good use for the Wiki as well- a document that lives on the Wiki that shows the message and when it's sent.
      1. Create a "Comm" folder and when it's updated, the Registrar's Office can post a brief message in the chat to encourage people to check it.

2. The Mentoring & Connections committee can add Pat Healy and help him create a folder on the Wiki.
- b. AAC Website Review – Soemer
    - i. Web Support is in the process of moving web pages to the new template, and the EMAS site was updated earlier this week. Some files didn't move over, so links and files may no longer be there. Some text is incorrect or reverted back to previous wording. Please report errors and problems to Soemer.
    - ii. Advising awards content changed to previous requirements and that has been flagged to be updated.
    - iii. Old files like outdated minutes were intentionally removed because they hadn't been accessed recently.
    - iv. If you are on a subcommittee, check your committee page and make sure it's correct.
    - v. AAC should revisit this at the next meeting to clean things up.
    - vi. Newly elected advisors will be added to the AAC website and the Teams channel.
  - c. Spring 2023 AAC Meetings – Clint
    - i. Currently AAC meets every other Friday from 10-11:30am. The spring meetings can stay at this time, or move to another time when everyone can meet.
    - ii. Consensus to keep the same meeting time. First meeting will be January 13, 2023 from 10-11:30am.
    - iii. Should there be an interim chair for the first meeting? They can send out the agenda. The chair and secretary/treasurer can then be determined at that meeting when all advisors are present.
    - iv. Soemer will check on room availability. There will be some construction in the Moulton lobby in the spring so AAC may need to switch to Zoom for a few meetings.
  - d. Strategic Planning Task Force – Clint
    - i. A group is working on a new version of ISU's strategic plan. They identified AAC as one of the groups they'd like to meet with- they are happy to attend a scheduled meeting between January 3-March 3. They need 30 minutes to get through their discussion items.
      1. Clint will ask if February 10 will work. Start with that and then move to the agenda. Clint will give them Ryan's contact information.
  - e. AAC Awards Cycle – Clint
    - i. AAC had changed the date the awards application should go live- it was supposed to be December 1 and that didn't happen. The application was

going to be open December 1-January 15. We can either give applicants a month, or push the deadline back to January 31. The awards committee was planning to meet late January/early February.

- ii. Another problem is that those Formstacks are now gone. They were purged when the University hit the Formstack limit and forms were removed. They're going to have to be rebuilt, and Soemer will not be able to do that until after break. Can the old forms be recovered?
- iii. We should move the submission forms to Qualtrics so they aren't taken away in the future. Office365 has a form function as well.
- iv. The new time frame for applications that AAC had previously decided on (Dec 1-Jan 15) had not yet been announced widely to the advising community.
- v. AAC will need to revisit this in January.

#### VI. Campus Solutions/Registration

- a. Grades are due a day earlier and released a day earlier than normal this semester.

#### VII. Committee Updates

- a. Assessment
  - i. Has not met. Waiting on University Assessment to give them some data they asked for.
- b. Technology
  - i. Discussed the registration survey about dividing the registration time frame to prevent slowness in CS for students. The results were that the majority of advisors preferred 8:30am and 12:30pm.
- c. Teacher Education
  - i. They canceled their last meeting.
- d. PDT
  - i. Preparing for Spring Advisor Day, which will have a bigger room and different set-up with breakouts at the Alumni Center. Planning mini-sessions for the spring- one will be at the Ewing Cultural Center.
- e. Mentoring & Connections
  - i. Contacted all 2022 advisor mentors/mentees again. Reached out to the new UC hires about the mentoring program. Updated the New Advisor Handbook on the EMAS site and sent that to Soemer to post. A reminder to check your unit's pages on the Wiki for updates. The group will have a new chair/co-chairs beginning in January.
- f. Advising Awards Committee

- i. Someone on AAC will want to be a point of contact for the committee. Probably the chair? Clint will post the list of committee members in Teams.
  1. Amelia is currently listed as the AAC Teams owner. Amy Hurd and Soemer will need to work with Tech to change owners.

VIII. Student Representative Reports

- a. What type of information would be helpful to share? Anecdotal comments based on conversations with other peer advisors, appointments, classroom discussions are all useful. The overall student perspective is valuable.

IX. Other Business?

- a. Call for new AAC subcommittee members is scheduled to go out in December. There will also be tables at Spring Advisor Day February 17 promoting involvement.
- b. Soemer will send out calendar invites for spring AAC meetings.

X. Next meeting: January 13, 2023

Submitted by:  
Sarah Roth  
12-20-22