

AAC Meeting Minutes: December 9th, 2021

In attendance: Jazmyn Thomas, Mindy Kinney, Clint Smith, Emily Ullsmith, Gabby Haskell, Amy Hurd, Priyanka Aich, Lana Cunningham, Janet Tulley, Sarah Roth, Jess Ray, Soemer Simmons, Crystal Nourie, Wendi Whitman, Amelia Noel-Elkins

- I. Chair's remarks
 - a. Welcome newest members: Priyanka, Mindy, & Brittney
 - b. Congratulations Clint! – Herb Sanders Award

- II. Secretary/Treasurer Report
 - a. Approval of minutes
 - i. Motion to approve by Clint, second by Mindy

- III. Old Business
 - a. Work From Home Policy – Amy
 - i. Anticipate recommendations from President's groups in January. Deans are getting feedback from chairs about advisors and whether a day or two of remote work would be feasible. Flexibility is at the discretion of the supervisor/unit head.
 - ii. Some colleges felt 1 day a week to be appropriate, some felt 1-2 days. May be set by the college, or the deans may decide to all be consistent.
 - iii. Some events may require all hands on deck- TROD, Preview, Admissions events, staff meetings, etc. Decisions would need to be made about those events- if an event falls on a day that the employee is typically working remotely, they may have to come in.
 - iv. Technology- need to be very consistent about the technology that we're using. Advisor Notes, Achieve, Teams, Outlook, email, reliable internet- all need to be on the same page.
 - v. Would want to establish an assessment timeline.
 - vi. How do we document productivity? This may be easier for advisors than others- keep track of appointments and keep work schedules up-to-date so they're visible to supervisors.
 - vii. What resources will be needed? Varying needs and amounts for different departments depending on size of the unit.
 - viii. Any discussion on flexibility based on the time of the year? Individual office work (e.g., schedule checks, grade checks) next week as compared to meeting with students in mid-October.
 - ix. If the University is open, offices need to be staffed. This is a particular concern for recruitment and campus visits.

IV. New Business

- a. Removal of Academic Progress Pie Chart – Wendi
 - i. AAC Tech is requesting a vote of support from AAC to have the pie chart removed so students don't see it. It's supposed to be percentage of degree completed and percentage of degree remaining, but we're finding it is not correct. This chart is only available for undergraduate students. There is some debate in how the chart is being calculated.
 - ii. Can advisors see this pie chart in the Student Success Dashboard? No, it's been gone for some time.
 - iii. Academic Requirements is still accessible through the left-hand menu even if we remove the tile.
 - iv. Unanimous vote to remove the tile. No one opposed.
 - v. Jess will reach out to Technology Solutions.
- b. Committee Membership – Sarah
 - i. Sending out the call for committee membership in December so chairs can hit the ground running in January. Best practice to include the meeting date/time to prospective members know if the timing will work in their schedule. Send committee meeting times to Soemer so she can make sure website is updated.
 - ii. Use Microsoft Forms for this? Jazmyn will investigate.
- c. AAC Binder – Jazmyn
 - i. We had an AAC binder that laid out a lot of information- roles, timeline. It was lost. We should think about how to create this electronically.
 1. Month-to-month tasks (review the charge, call for committee membership)
 2. Previous meeting minutes
 3. The current constitution and previous versions
 4. Historical documents like lists of advisors
 - ii. Use the "AAC Task Timeline" on the AAC website as a starting point: https://emas.illinoisstate.edu/downloads/aaac/AAAC_task_timeline-revised4-21-16.pdf
 - iii. Utilize the AAC Teams- file function. Jazmyn will create this.
- d. AAC Election Voting List – Jazmyn
 - i. It was challenging to get an updated list of who is eligible to vote in the AAC election. Jazmyn now has a fairly updated list- she'll add it to the electronic binder.
 - ii. Wendi keeps a list of people who have an advising role to enter into CS.
 - iii. AAC at one point in time may have had a 50% advising responsibility requirement to serve on AAC and/or vote. There may have been a

distinction between the two (i.e. who is eligible to serve on the council and who can vote).

- iv. Currently, the Constitution does not specify a percentage. It says “significant academic advising responsibilities regardless of title.”
- v. How do HR, job descriptions, and classifications fall into this? And Civil Service, AP, exempt/non-exempt, job titles?
- vi. We do have faculty who are academic advisors. There is a graduate advisor piece here as well.
- vii. Jazmyn will provide her list.
- e. Spring Meeting Schedule – Jazmyn
 - i. Thursdays at 10am have been a set time. Jazmyn reached out to new members and one is not available at this time.
 - ii. Can we create a Doodle poll to establish a new meeting day/time? Yes, Jazmyn will do that.
- f. AAC Roles for 2021 – Jazmyn
 - i. Jazmyn’s last meeting. The chair position will be open as well as secretary/treasurer for next year.
 - ii. Motion by Mindy, second by Clint. Lana will now serve as secretary/treasurer.
 - iii. Motion by Mindy, second by Lana. Clint will now serve as chair.

V. Campus Solutions/Registration

- a. Student Registration Experience – Lana
 - i. Slowness issue previously discussed affecting students. And 8am class-skipping class to register, or by the time they get back to their residence halls, classes may be full.
 - ii. We could change the start time- that is a possibility, but there are institutional issues with that. We do have a few classes that start at 7. Most advisors aren’t on campus at 7. The Registrar’s Office doesn’t have staff that start at 7. Technology Solutions would have to shift their priorities/staffing as well.
 - iii. Most universities don’t start registration until they have people to take the phone calls. If people are upset because registration is not working and there is no one to take the call, this only increases their frustration.
 - iv. Staggered registration times wouldn’t solve the issue.
 - v. 8am on Monday isn’t perfect, but many classes are not held at this time.
 - vi. Some faculty will give students 10 minutes at the start of class to register before they get started with their course content.
 - vii. Now that we’re using the shopping cart and there are only 2 steps, registration should be a pretty quick process on Monday morning.

- viii. The current set-up/time frame seems to be the most fair way to do this.
- b. Crystal has had a title change- she is now Associate Registrar.

VI. Committee Updates

- a. Assessment
 - i. Has not met. Nothing on their agenda at this point, looking to the council- what's next for Assessment? This will need to be on the agenda for the next meeting.
- b. Technology
 - i. Brainstorming ideas. Discussed registration, shopping cart, providing course information earlier to plan multiple semesters in a row, text messaging. Next meeting will be January 6.
- c. Teacher Education
 - i. Did not meet this week- no new items. Many things on hold at the state level. Will reassess in the spring.
- d. PDT
 - i. Working on Spring Advisor Day, Friday February 4, 12-4, Alumni Center.
 - ii. Food is an issue that came up in fall evaluations. Planning to do heavy snacks in the spring.
 - iii. Invited Jamie Laurson to discuss motivational interview and how advisors can implement that. Corey will talk about the changes at Preview. Patrick McNulty is requesting time to talk about changes to the University Studies program.
 - iv. When will the save-the-date go out for that? Clint will check.
 - v. Corey is going to send out some information on what they envision for Preview 2022, and an introduction to the overall program for new advisors.
 - vi. They are hoping to have time at Spring Advisor Day for brainstorming ideas and discussing best practices for advisors at Preview. Want to discuss how D/S advisors can best capitalize on their extra 15 minutes and dovetail their presentation with the UC/Honors presentations so we're consistent and not repeating information.
 - vii. They are hoping to have the Preview schedule locked down by the beginning of February. Parts of Fine Arts areas will be closed for rehabilitation this summer and Watterson will be offline, so Preview will be on west campus- adjusting to different travel times, dining center, etc.
 - viii. Advising awards will be given at Spring Advisor Day as well. The last 45 minutes has been reserved for that- may be able to cut that down if there are fewer recipients.
- e. Mentoring & Connections

- i. Sending information and resources to advisor mentors and mentee pairs, encouraging their continued collaboration. Planning an in person spring event for them.
- f. AAC Awards
- i. Soemer sent out concerns and suggestions. Soemer found out after she sent the email that they have changed how the Founder's Day celebration occurs that if your award is recognized at any other event, it is not recognized at Founder's Day. It is nice for advisors to be recognized at Founder's Day with a larger audience, but Founder's Day was getting too big to recognize so many award recipients.
 - ii. This spring AAC is going to need to make decisions regarding making changes to the advising awards process and timeline. Now that there isn't the need to have this done by Founder's Day, can we move the time frame back?
 - iii. Confusion about nominating someone when there are documents that must be created by the person being nominated. Could structure it like the Bone Scholarship- the individual is nominated, and then contacted to see if they want to submit the materials to apply. This is also comparable to the AAC elections and faculty awards.
 - iv. Idea to create an electronic portfolio- other people who work with the person could submit materials to support their nomination based on their work with the person.
 - v. Some concern that we don't want awards to become a popularity contest. Recipients should be individuals who are invested and take ownership.
 - vi. Is it an interview process? Could look into what's done for prestigious student awards like the Presidential Scholarship. Use what works in other areas as a model.
 - vii. Non-advisors and past winners are on the selection committee. The committee is getting large and it is no longer representative of every college. It likely can't continue in perpetuity that all winners serve on the committee. Non-advisors may be able to provide a different perspective based on the application materials.
 - viii. Nothing in the AAC charge about the award selection committee- this is a process, not a policy, so the council is not bound to anything.
 - ix. Timeline changes are important to have sooner rather than later.
 - x. Consider adjusting the outstanding new undergraduate advisor award to 5 years or less. Change the name to emerging leader, early career, or something comparable rather than use the word "new." Can look at some of the college/department faculty awards- how do they phrase things?

- xi. Need to make decisions soon, so this should be added to the January AAC meeting agenda.

VII. Student Representative Report

- a. No update.

VIII. Other Business?

- a. New withdraw time frame should be on the Academic Calendar soon, hopefully in the next day or so.
- b. Can new AAC members be added to the Teams chat? Yes.

IX. Next meeting – TBD

Submitted by:
Sarah Roth
January 7, 2022