

## AAC Meeting Minutes: March 11<sup>th</sup>, 2021

In attendance: Jazmyn Thomas, Sarah Roth, Clint Smith, Lana Summers, Crystal Nourie, Emily Ullsmith, Derrek Drenckpohl, Janet Tulley, Soemer Simmons, Jess Ray, Brent Kane, Wendi Whitman, Amy Hurd

- I. Chair's remarks
- II. Secretary/Treasurer Report
  - a. Approval of minutes
    - i. Motion to approve by Clint, second by Jazmyn
- III. Old Business
  - a. Decision on AAC Subcommittee Session Attendance – Wendi
    - i. Requiring CS training prior to getting CS access is ideal, but who is the responsible party to oversee that, and would that be a burden? We don't want to mandate something that we can't enforce. Cognos has EDA to execute training, but does CS have something similar?
    - ii. What are the consequences if advisors don't attend? Right now the unstated expectation is that advisors attend trainings, but many who need help with CS don't.
    - iii. Two separate issues: CS errors and training, and professional development attendance overall. Should there also be an expectation that we want to attend sessions outside of CS-related trainings?
    - iv. We could develop a written statement by AAC providing a recommendation regarding training and professional development. Could go to each college- AAC recommends that you do this.
    - v. Utilizing CS is a requirement of the job, a baseline expectation. Is it part of the job description HR uses for academic advisors?
    - vi. How does the actual implementation of the training work? Identify things everyone needs to know.
    - vii. How do we track this? Certain trainings or skill sets that have to be completed and follow up with people who didn't go to training.
    - viii. Set an expectation or best practice beforehand and then follow up when there are errors.
      1. Go to the individuals directly who are making errors and include their supervisor in the communication, as needed.
      2. Everyone needs to know the expectation and have the opportunity to change their behavior, if not, then their access is revoked. The supervisor would be aware of it. When, how, and who will contact the supervisor?
      3. Likely the Registrar's Office the best place to point out to an advisor and a supervisor when mistakes are being made.
      4. Small party who create continued mistakes- less of it in areas where there's a team. More of an issue when people are working

on their own and it's not their primary job duty. Don't see themselves as an advisor, see advising as part of their job.

- ix. AAC advisors would need more information regarding who to encourage to attend training, and what type of mistakes are being made in order to better coach colleagues.
- x. Baseline job description for HR- last updated in perhaps 2014. May need to be updated to include more specific CS information. Wendi will follow-up with HR.
- xi. Ryan Gray may be updating CS videos that could be utilized in training.

b. Advisor Caseload Concerns - Brent

IV. New Business

a. PHENOM & Departmental Advisor Listing – Jazmyn

- i. PHENOM students are coming from Noble Charter Schools in Chicago area that can have a very high-touch model, and a deficit mindset. These students can face academic, social, personal, and financial challenges that can hinder how successful they can be in their first year. Jazmyn has been working with them. Students want to continue seeing her, but the standard is that they move on to their department advisor. How would it affect the student if Jazmyn stayed on as another advisor?
- ii. Department advisors say it can be great to have multiple advisors listed. Some issues where TRIO students will go to their TRIO advisor rather than meet with their department advisor, but they need to also meet with their department advisor. Students need to know they likely have to schedule far ahead to see their department advisor.
- iii. Communication should be clear that advisors are working in tandem. Connections are great to maintain, and advisors can work as a tag team. It needs to be communicated to the student that this is not a replacement for meeting with their department advisor.
- iv. Additional advisor can reach out to department advisor with any questions or concerns before/after their meeting with a student. That communication is helpful.
- v. How would retaining these students affect Jazmyn's caseload? That would increase her work, may need an additional advisor to work with these students.

V. Campus Solutions/Registration

a. CourseFinder/Fall Planning – Jess & Amy

- i. CDC still saying 6 foot physical distancing everywhere. Some work happening among state University presidents to get us to 3 feet. WHO has used that all along. We were at 6 feet before the vaccine. We think we

could be able to do 3 feet distance, but Facilities or outside organization would have to recalibrate classroom space. We were hoping to use 70-75%. Some computer labs would be closer to 100% because of the layout. Still many classes that wouldn't fit.

- ii. We have a lot of inefficient class scheduling- MW 75 minute classes, for example, take up 2 time slots. The Provost would like to make that more efficient. Nursing and Fine Arts are very different than others in their scheduling. Instructors and students are hesitant to utilize Fridays.
- iii. Provost has a Town Hall meeting tomorrow afternoon with chairs and directors to talk about space.
- iv. The University wants to delay registration. Transfer Day March 26- over 300 students signed up to attend; will need to get those students registered.
- v. The Provost's Office is working on a memo. Believe the proposed date as of now is April 5- 8.
- vi. Need to get communication out to the students. Getting lots of phone calls from the students asking when CourseFinder is going to go live. Advisors are anxious not having a date for that.
- vii. If we keep the same schedule and give everyone a week to register, April 26- freshman registration. Freshman would only have a week and then we'd close registration which would be problematic. Could keep it open until May 7 so they'd have 2 weeks.
- viii. Physical space is finite and it's difficult to allocate it fairly. Once it's assigned, it's no longer available.
- ix. We've been at max capacity for years. Most institutions have a 25% margin to be able to shift classes. We haven't had that luxury on our campus for years.
  1. We need a culture shift on campus to try to be more efficient with our scheduling because we are running out of space. May not see a lot of changes for fall, but we will moving forward.
- x. Changing the maxes affects how many sections we offer. It's a challenge to find that many instructors, and pay for that many sections.
- xi. The goal would be to have COM 110, ENG 101, Gen Ed Math, and Gen Ed Science face-to-face. It would be great for FTICs to have 3-4 in person classes, but we have to find space for them.
  1. As of now, classes with 100 or more will likely need to be online.
- xii. Should we go into CS and hide student registration appointments? Let's communicate first and then take it down. We want to minimize unpleasant surprises. Transparency is important. Providing information is key.
- xiii. Redoing the schedule for fall to include Friday classes would be problematic at this point. Apologies to Crystal for all the additional work.

1. If we want to have as much in person as possible, we need to rework everything. Or do we want to have a mix of virtual and in person options? End goal to have as much in person as possible.
- xiv. If Illinois moves to Phase 5, that's a complete opening. That may not happen until end of summer, which is too late for us to act on that. Phase 4.5 could be coming soon.
- xv. It's much easier institutionally to shift from in person to online from a scheduling and space perspective. Once it's online, the previous physical space has been allocated.
- xvi. Some people aren't following what they're assigned- instructors need to do what their chair schedules. It's frustrating for students to try to adjust and keep up with changing details. We want the system to be correct when it comes to modality.
- xvii. Recommendation to lower maxes and keep waitlists, then if we can open up further, those students automatically move into the class.
- xviii. Hybrid/block scheduling for students- can classes be partially in person and partially online?
- xix. Need to consider billing dates- blocks can be added right before a registration date which is a bad surprise. Has affected freshmen previously. With a new schedule, now may affect other class standings.
- xx. When will the shopping cart go live? When will CourseFinder be updated? Will the system crash if too many people are trying to plan their schedule and register at the same time? CourseFinder goes live Thursday, March 25?
- xxi. If we push registration too far, will we have trouble retaining freshmen? Overlap with reading days and finals week a concern, doesn't give advisors a lot of time for outreach.
- xxii. Department advisors see a reduced amount of communication/questions by Wednesday or Thursday during registration- it tapers off.
  1. Utilizing a Wednesday or a Thursday date would be helpful to condense the schedule. However, there's less time for students to resolve blocks before the next group registers.
- xxiii. Housing is going to put blocks on for freshmen who have not submitted their Housing contracts. This is impacting a lot of students.
  1. Student Conduct blocks from lack of updated COVID test? Supposed to have been taken care of.
- xxiv. If we want freshmen moved up, we'll have to condense the schedule. Want to make sure upperclassmen have enough time to get the classes they need to graduate in a timely manner.

1. Seniors a smaller group than juniors. Less overlap with juniors and sophomores in terms of the classes they're competing for. If freshmen get in too early, that causes problems for sophomores.
  2. Sophomores and freshmen are being defined by 30 hours, but there's a blend/overlap with more students there than with upperclassmen- that seems to be a clearer divide.
- xxv. Will departments/schools get their information into Crystal and the Registrar's Office on time? Do we keep CourseFinder open after Transfer Day? Turn everything on- registration, shopping cart, CourseFinder on the 26<sup>th</sup>. Leave everything on.
- xxvi. Advisors wondered if April 5<sup>th</sup> was the earliest time that we could start registration
- xxvii. When are the Student Accounts billing dates because these could be inconvenient for students to be able to register (April 9 and May 14)?
1. Student Accounts should be able to accommodate by running billing but not applying holds because of this unique timing.
- xxviii. Concern that transfer students registering on March 26 may experience modality changes to their schedule after they register. Hopefully they would know about any schedule changes within 1-2 weeks.
- xxix. The deadline was March 1 for how classes will be conducted in the fall but everything should be finalized by March 26. Upon hearing this, advisors wondered if we can't open registration March 29.
- xxx. What about registration closing and re-opening in May?
1. Take it down for grades and then put it back up?
  2. We are the only school using CS that closes registration (all others that Wendi checked keep the system open).
- xxxi. What problem did we solve by making these schedule rearrangements?
1. We are trying to give access to advisors to allow each population to register (without putting it off).
  2. Gave ourselves time in which scenarios that might pop up on a Monday/Tuesday can be worked through.
  3. Largest number of registration days given to the largest group of students
- xxxii. Can we move sophomores up to April 14<sup>th</sup>? Yes – Sophomores moved up to April 14<sup>th</sup>
1. Wendi is saving and sending revised schedule back to Amy.

## VI. Committee Updates

- a. Assessment
- b. Technology

- c. Teacher Education
- d. PDT
  - i. Student Success Dashboard session
- e. Mentoring & Connections
- f. AAC Awards Selection

VII. Student Representative Report

VIII. Other Business?

IX. Next meeting – March 25<sup>th</sup>

Submitted by:  
Sarah Roth  
March 18, 2021