

AAC Meeting Minutes  
June 28, 2021

In attendance: Jazmyn Thomas, Sarah Roth, Wendi Whitman, Clint Smith, Janet Tulley, Brian Aitken, Ryan Gray, Soemer Simmons, Christie Martin, Mindy Kinney, Derrek Drenckpohl, Crystal Nourie, Amelia Noel-Elkins, Amanda Papinchock, Tamekia Bailey, Nicholas Finnessey, 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
- IV. New Business
  - a. Assessment Summary Report – Janet & Assessment Committee
    - i. Representatives from AAC Assessment Committee attended this portion of the meeting: Amanda Papinchock, Christie Martin, Brian Aitken, Tamekia Bailey, Nicholas Finnessey, and Ryan Gray
    - ii. Collected data in December 2020 as students were checking the portal for their grades, which the committee found to be good timing.
    - iii. Survey went to all ISU students, undergraduate and graduate, which is different than in the past. The questions were also different this year.
    - iv. The committee interpreted the survey results to compile their summary and recommendations. See summary below.
    - v. Students are requesting proactive/intrusive advising, which directly connects to caseloads.
    - vi. Discussion about Student Success Team in My Illinois State- the advisor is the only visible person until a student clicks on it to view more names/roles. Some concern about how many students are actually clicking through to see their entire team. Is there another way to present the team so it's not just the advisor's photo, name, and contact information?
    - vii. Discussion about communication among advisors- was it worse in 2020 than in previous years? Students have an expectation that advisor is aware of the student's previous interactions/communication with other advisors.

There is a need for all advisors to use Campus Solutions Advisor Notes.

- b. Audit of Advising Duties – Jazmyn
  - i. Advisor reached out to Jazmyn about the possible audit that was in the last meeting minutes. This person was very interested because their role has changed dramatically and there are concerns about that. The possible audit is a priority for Jazmyn this year.
  - ii. Amelia started a shared document for the council’s review. We need to discuss whether we want to request a task force.
  - iii. We want to consider advisor job descriptions and how to define academic advisement as compared to other job duties.
  
- c. Readmit Process – Mindy
  - i. Currently, processes for Preview and Transfer Day are working well. It doesn’t seem like we have a particular process for readmitted students- a lot of variability, particularly if they are readmitted into a major that is different than the one they had when they left the University.
  - ii. Some of these students are part of Transfer Days, some will email the general advising email address, while others contact the departments.
  - iii. Is there a standard process for readmitted students? This issue connects to the previously shared concern about communication among advisors.
  - iv. Years ago, there was a multi-step process but it was in place before Slate and current leadership. Students are tagged as a readmit, try to match them up with a Gen Ed program that makes sense. They don’t fit into other/typical tracks. These students need to connect with an advisor early to have the most course selection.
  - v. There can be some variability in how departments handle readmitted students, especially if they are also reinstatement cases. Need to double-check with Admissions how they process the applications.
  - vi. This is a small group of students- can an Admissions Processer send an email through Slate to notify the advisor of their admission? Amy Hurd will look for more information.
  
- d. “Consent of Instructor” Prerequisite Language in Catalog – Mindy
  - i. Some terminology confusion- department consent as compared to consent of instructor. Should we clean this up so the process is clearer, as well as who grants the permission? Table this item until Jess Ray is in attendance.
  
- e. New Work From Home Policy – Derrek

- i. Derrek has been on a campus wide committee working on the new policy and many colleagues have brought concerns to him. Academic advisors feel they have been excluded from using the policy, and have been told this is because we don't meet the criteria of minimal contact with students, faculty, staff. However, other parts of an advisor's job description are more administrative in nature. Minimal contact with students is not defined with a percentage in the new work from home policy.
- ii. Any advisor with less than 50% of their job as advising, needs to be reclassified to civil service.
- iii. There is some question as to who does qualify under the work from home policy. Is this based on title or job description? There is a perception that Academic Affairs said no academic advisor would qualify. Is that true? It is unclear who is saying no.
- iv. We know advisors' primary role is direct contact with students. Currently, it is hard to predict what the fall is going to look like and what students will want in terms of in person vs. remote appointments.
- v. There is a lack of clarity regarding options for work-from-home when advisors are doing advising tasks other than meeting with students (i.e. times when students are not on campus).
- vi. Advisors want flexibility for times they are doing non-student facing work (e.g. tasks other than meeting with students).
- vii. Agreements can be rescinded if the arrangement does not work out, but instead agreements have not been made.
- viii. Advisors want the opportunity to discuss options with their supervisor. Agreements need to be approved by the Provost.
- ix. Could AAC ask AP Council/HR for clarification? How can AAC advocate for advisors who feel excluded from this policy? Continue the conversation at the next meeting regarding what AAC can do moving forward.

V. Campus Solutions/Registration

- a. Slightly different process for appointment times and removing blocks during Preview, and this is working well.

VI. Committee Updates- Time did not allow.

- a. Assessment
- b. Technology
- c. Teacher Education
- d. PDT
- e. Mentoring & Connections

f. AAC Awards Selection

VII. Student Representative Report- Not present.

VIII. Other Business?

IX. Next meeting – July 19<sup>th</sup>

AAC Survey of Academic Advising Summary:



Fall 2020 Student  
Survey of Academic .

Submitted by:

Sarah Roth

July 14, 2021