

## AAC Meeting Minutes: July 19<sup>th</sup>, 2021

In attendance: Jazmyn Thomas, Sarah Roth, Wendi Whitman, Clint Smith, Janet Tulley, Soemer Simmons, Mindy Kinney, Derrek Drenckpohl, Crystal Nourie, Amy Hurd, Jess Ray, Lana Cunningham

- I. Chair's remarks
- II. Secretary/Treasurer Report
  - a. Approval of revised minutes sent out last week.
    - i. Motion by Clint, second by Derrek.
- III. Old Business
  - a. Readmit Process Update – Jazmyn
    - i. Anne R in Admissions recommended that advisors use Cognos as Slate is not used to send out mass Admissions related reports.
      1. Anne said it is best for advisors/departments to either request a generated report or run the data out of Cognos. RAD (Readmit) has always been an admit type in CS and is available as a Student Type filter in Cognos. The standard Admitted Student-Undergraduate report in Cognos allow you to filter by term, dept, plan, admit type.
    - ii. It would be helpful to share this information on the advisor listserv so advisors know how/when to pull the information from Cognos.
  - b. New Work From Home Policy – Derrek
    - i. No updates from the last AAC meeting. Approximately 30 out of 100+ requests have been approved, may be primarily in technical areas. Still no definition for student contact.
    - ii. Could an update be shared at Fall Advisor Day?
- IV. New Business
  - a. Fall Meeting Format (in-person v. virtual) – Jazmyn
    - i. AAC will plan to meet in person, and Soemer has reserved the room. Meeting requests have already been sent.
  - b. Degree Audit/Advisement Report in CS – Amelia
    - i. Return to the work request to create a survey- these are the things we were able to accomplish and then here are the things that we know cannot happen in CS. Some things were reprioritized as a preference, but not a

requirement. Want to send this out to the advising community to see if what we now have is improved, and improved enough.

- ii. The group wants to ask students if they know what this is and how to use it.
- iii. Some advisors use them a lot, while others never use them. Departmental checklists/planning documents must be replacing it.
- iv. Questions to consider:
  1. Is sending out the survey a good idea?
  2. Do we have any suggestions for questions we might want to ask students?
  3. How do advisors advise and never use the advisement report?
- v. The student report is formatted differently than the advisor's version and we can't see their version.
  1. If we both download the report as a PDF, then they match. This can be problematic if students are using their phone.
- vi. Some department/school advisors are not using the report for the following reasons:
  1. Petitions are not reflected until the semester they graduate.
  2. IAI and transfer courses can be coded incorrectly.
  3. Courses are counting in different categories than the advisor anticipates (e.g. GE-SMT, BS-SMT courses).
- vii. Some advisors use the advisement report for graduation audit.
- viii. Advisors may use their own template that is specific to the department and notes fall/spring only courses. Others use the checklists from the old format of the sample plan of study.
- ix. A plan of study template that lays out semesters in order is important for majors that are very sequential and prescribed. This template should match what's on the Majors website, but can be made specific to the student.
- x. Does the report need to further improvement? Some advisors say they use it since the Registrar's Office relies on it for graduation audit, however they are not directing students to use it.
- xi. It was noted that prior to Campus Solutions, advisement reports were accurate and students were responsible for using the report. Now the onus is more on the advisor to provide courses for the student's reference. We want to have students take ownership over their experience and understand why they're taking this class and how it meets a requirement, rather than just going off a list the advisor provides.

- xii. The committee made adjustments to the overall package- the look, labels, grouping, titles. Made some fixes, but evaluation of credit and overall functionality is different than what the original project entailed.
  - xiii. Theresa S. can tell advisors if something can be fixed or not. IAI issues should be reported. There are some system limitations, but she can confirm if it's a known issue, and if there is a workaround.
  - xiv. We are getting closer to having petitions processed sooner to the time they come through. Each year the Registrar's Office is making progress.
  - xv. Do we email "errors" to [transferregistrar@ilstu.edu](mailto:transferregistrar@ilstu.edu) or do we send comments directly to Theresa? Transfer email is best so multiple people get the information.
    - 1. Advisors have worked with Theresa in recent years to make drastic improvements. Registrar's staff does a great job answering questions.
  - xvi. First year advisors use the report, but note some errors. Compare advisement report to specific major checklist/document to see how they are the same/different.
  - xvii. Have to be careful with customized documents that things have gone through the curricular process and are in the Catalog.
  - xviii. Do all advisors know the advisement report exists and how to use it? This could be part of the survey.
  - xix. Terminology is part of the confusion- people refer to this as different things: Degree Audit, Academic Requirements, Progress Towards My Degree, Advisement Report. This can lead to confusion among students and advisors.
- c. AAC Taskforce – Amelia
- i. Document was shared and some comments have been made on it.
  - ii. Is this something we do want to move forward with right now?
    - 1. Recommend a pause considering the year we've had and the upcoming transition and return to campus. If we want to get an accurate reflection of academic advising, now does not seem to be the best time. Let's return to this.
  - iii. Let's see how the SPAN advisors work in the advising community. We'll have more data a year from now than we have right now.
  - iv. If we survey people right now about things, we will get a lot of frustration, fear, and concerns about the past year and how things are going to look this year. We'll get more valuable data after advisors and students return to campus and get back into a routine.

- d. “Consent of Instructor” Prerequisite Language in Catalog – Mindy/Jess
  - i. This came up in an AAC Ed meeting- different but similar prerequisite language is confusing to students. Need consent to get into certain courses, but this can exist in many different ways.
  - ii. Department advisors have issues with consent of instructor language in the Catalog- instructor may give their permission, but advisor will say the student doesn’t meet the prerequisite.
  - iii. What language do other institutions use?
  - iv. This would be a recommendation from AAC to UCC. What if we were to replace the current terminology with something more generic, such as “consent of department” instead of “consent of instructor”?
  - v. Consistent statement could be beneficial, and everyone involved- chair, advisor, and faculty are all in the department.
  - vi. The term “consent” could also be replaced by “permission.”
  - vii. Can be a good idea to have a department where the advisors are the only ones who can issue overrides; this can make things easier.
  - viii. We will need to keep thinking about this. Is this a change in process, or a change in consistency? We have to think like a student- consistency is very helpful, whoever is doing the overrides.
  - ix. It can be hard to manage oversubscribed courses and under enrolled courses, particularly in Gen Ed, when consent is approached differently.
  - x. Consent/permission is technically incorrect anyway since every class is available through consent of the department. Why is it in there other than some departments have chosen to use that as enrollment management?
  - xi. Subjects aren’t necessarily a department/school- Languages, Literatures, and Cultures is the department but French is the program, for example, or IDS. Also, old department names are still out there sometimes.
  - xii. Similar to the advisement report discussion- we want to make advising tools better, but should we focus on commonality within advising, or let the solutions come from each area?
  - xiii. What is the difference between 0-max courses and consent of instructor?
    - 1. 0 max is still being used for controlling enrollment. Consent of instructor often used for independent studies.
  - xiv. Consent of instructor can also be used in graduate programs related to the student’s skill set.
  - xv. The University is launching a new tech project to review the override process/system.
  - xvi. What would the process look like to change the terminology?  
Acknowledgement that there is an issue. We don’t have a specific recommendation yet. Do we bring it to the attention of Assistant

Deans/UCC that perhaps there is something better? Could be one of many consistency questions to review.

- xvii. Are there definitions for the prerequisite terminology that could be shared? Departments are using the terms differently depending on what has been done in their area in the past.

V. Campus Solutions/Registration

VI. Committee Updates

a. Assessment

- i. Won't meet until the fall semester begins.

b. Technology

- i. Ideas for projects, reviewing priorities. Haven't met recently.

c. Teacher Education

- i. Planning a fall education event- Troy Hinkel will provide updates. Tentatively planned for September 22.

d. PDT

- i. Lana is no longer on PDT due to her new role as a SPAN advisor. Historically, there has been an AAC representative on every subcommittee to provide updates. Clint volunteered to join PDT to provide representation.

1. How will SPAN advisors be categorized in regards to AAC? They are UC advisors.
2. What is SPAN? Strategic Partnership in Advising Needs. Helping to provide advising support. Are they special population advisors? Let's revisit it. This is new and they are getting started in the coming weeks. 5 of them- maybe special population advisors, as they are the only ones doing this type of work. May need to revisit this fall for AAC Assessment purposes.
3. Has a larger announcement been made about SPAN advisors? Amy Hurd will talk about it at Fall Advisor Day. It could be helpful to send out a brief initial announcement to the listserv with more info to come at advisor day.

e. Mentoring & Connections

- i. Pausing coffee hours for the summer. Working on new advisor mentor/mentee pairings. M&C may help partner new UC advisors with advisor mentors if they are not going to have a mentor group within UC. Wendi/Brian can let Sarah know if they'd like M&C to provide advisor mentors for their new hires.

- f. AAC Awards Selection
  - i. New awards included in the future? Need to discuss. We have something for brand new advisors and those who have been here 5 years.
    - 1. Does Herb have a 5 year requirement? Need to confirm that.
  - ii. Will discuss this at the next meeting.
- g. Student Representative Report- Not present.

VII. Other Business?

VIII. Next meeting – August 5<sup>th</sup> @ 10 AM

Submitted by:  
Sarah Roth  
July 27, 2021