AAC Meeting Minutes: September 23rd, 2022

In Attendance: Sarah Roth, Lana Cunningham, Brittney Vietti, Priyanka Aich, Katie Matheny, Janet Tulley, Amy Hurd, Amelia Noel-Elkins, Wendi Whitman, Jill Thomas, Crystal Nourie, Stacy Ramsey

I. Approval of minutes from September 9th – Approved by Jill, seconded by Brittney.

II. Chair's Remarks

III. Secretary/Treasurer Report – Lana. Budget started at $2,500 for the FY23. Current balance is $2,420.14. $79.86 has been spent on Fall Advisor Day and Fall Mentoring/Connections Event.

IV. Old Business
   a. Advising Success Network Updates – Amelia. Committee 1 and 2 have modules coming up (last module for committee 2). After that they will start their work and present a draft proposal to AAC in December. Recommendations to provost and HR about advising structure and roles/responsibilities. Committee 1 will finish in January. Committee 3 will send something to AAC in January about advising policies/procedures looked at with an EDI lens. All committees should be done by end of spring semester (most of the work/action will take place after that point). AAC has 2 people on the waiting list if anyone drops off. Amy Hurd will take over once Amelia leaves.

V. New Business
   a. Ownership of Advising Wiki 2.0 (membership) – Janet. Confusion came up from the Fall Advisor Day outlook invite – less RSVPs than expected in outlook.
      i. Wiki membership compared to outlook to ADV listserv. Who is tracking membership to the advising wiki? 8 owners of the advising wiki (members of the original committee).
      ii. Onboarding and offboarding is a good starting point. A request is sent and then the new hire is added to the wiki. Files are out of date on the wiki and will be looked at to be updated by each college/department. Email out a how-to for leaving the listserv once you leave? This has been done in the past, and people did not follow the process to remove themselves.
      iii. Wiki seems better for addressing information that is quick, whereas the listserv seems better for information that advisors should save that they can go back to. Possible workshop from AAC-Tech. Recommendation

will be discussed at Fall Advisor Day today. This could be a piece for Committee 2 to take on.

    iv. Recommendation to create and utilize an onboarding form. Even for veteran advisors going to new departments, losing access and not getting it back for a long period of time (Achieve, Outlook Calendar, Campus Solutions). Communicate/Educate better that we have these 2 systems, and this is what they are each used for, and share that widely. There are 2 components in the wiki, the pages with content and the chat. Not everyone knows the tips (for example, tagging the wiki to ensure that all members get a notification, emailing the advising wiki, etc.). Wendi will take this to AAC-Tech and bring back recommendations for technology specific to communication. Advising notes will be included as well.

VI. Campus Solutions/Registration – Crystal. Transfer Registration. Is everyone aware that the student's enrollment appointment in campus solutions will not match their zoom date for registration or their on-campus date for TROD? (It will be the closest date to their zoom date, before their zoom date, but there will still be a Transfer Student service indicator to remove). It will be the 1st or the 15th, whichever is closest to their zoom appointment.

VII. Committee Updates
    a. Assessment – Math override concerns. Brian's insight was very helpful. Looking for feedback and guidance on next steps and what they want from AAC assessment unless there are greater priorities from others. They can go through each individual unit and assess. Committee does not have a preference. Gen ed vs. major based changes, or they will look at larger issues like gen ed, or certain departments that have different or unique processes.
    b. Technology – setting up registration guardian meetings which will include students this time registering in the lab. Pace of registration is different in fall versus spring (more urgency during fall).
        i. Can we get student view access (impersonate)? It cannot happen.
    c. [Wendi Whitman took over notes at this point] Teacher Education – Met & launch session for new advisors, realized there are many new ones. Waiting for a decision on Ed TPA in December- postponing the session until these details are known.
    d. PDT – Brittany is stepping down & Rebecca Laible accepted the committee leadership role. Currently, this committee is focused on Fall Advisor Day. Hopes to see everyone there. Discussed the workload that many committee members were under & decided to move to in-person sessions in hopes of increasing participation and support of PDT sessions.

    e.   Mentoring & Connections – Mentor/mentee lunch prior to Fall Advisor Day, and they are working on updates to the New Advisor Handbook that is housed on the AAC site.

VIII.   Student Representative Reports – No report.

  IX.   Other Business?

    a.   Canvas – NEW! Pilot courses happening in the summer, should be very easy for students. Some students will have both Reggienet and Canvas for some courses. https://nextlms.illinoisstate.edu/. Full implementation in fall 2023.

    b.   Student withdrew for personal reasons on 9/12/2022, but faculty member did not receive notification of withdrawal and were worried if this communication has changed. Something went wrong and paused and should begin sending again soon (after the issue is resolved).

    c.   Amelia's last meeting – she will be out on October 7. Wishing her all the best in her next adventure and she will be missed. Last original standing member since the inception of AAC!

  X.   Next meeting: 10:00 AM, October 7th

Submitted by:

Lana Cunningham

9-26-22