

AAC Meeting Minutes: May 16th, 2022

In attendance: Clint Smith, Wendi Whitman, Priyanka Aich, Brittney Vietti, Janet Tulley, Mindy Kinney, Amy Hurd, Soemer Simmons, Crystal Nourie, Stacy Ramsey, Sarah Roth

- I. Chair's remarks
 - a. Awards Working Group
 - i. They will meet Wednesday for the first time to go over the advising awards process and timeline. They want to remove barriers to receiving applications.
 - ii. At the PDT End of the Year event, Clint and Wendi encouraged people to apply.
 - iii. Clint will bring proposed changes back to AAC.
 - b. TROD/Admissions Overlaps
 - i. Rescheduling this- Corey and Clint are talking about alternative formats for TROD that could be helpful.
- II. Secretary/Treasurer Report
 - a. Previous minutes approved over Teams; Sarah will send to Soemer to post.
- III. Old Business
 - a. Advising Success Network Updates
 - i. Currently, some confusion from APLU- possibly reducing seats. Amelia is communicating with them.
- IV. New Business
 - a. Future AAC Meeting Dates & Times – Clint
 - i. Typically meet once a month in June and July
 - ii. Monday, June 27 10:30am-12pm; Soemer will reserve room and send out a Zoom link.
 - iii. Monday, July 18 10:30am-12pm; Soemer will reserve room and send out a Zoom link.
 - iv. Once Lana returns from leave, we will look at scheduling for the fall semester- different day/time preferable as there can be a lot of conflicts/campus events on Mondays.
 - b. Staff Success Survey/AAC's Role? – Sarah
 - i. What are the next steps in regards to the survey? Do we know a proposed time frame for review? Could AAC representatives provide any further context or clarification regarding the results?
 - ii. Currently interested in thoughts on flexibility in the summer, specifically
 - iii. 1 vs. 2 days of remote work could vary by unit

1. Could there be more flexibility week by week rather than it being the same assigned day each week?
- iv. Is a reduced lunch hour possible so people can come in later or leave earlier?
- v. Policy wording is very important.
- vi. Strong response rate to the staff success survey, which is indicative of the level of interest in this issue
- vii. Free “grab and go” boxed lunches or Carl’s ice cream truck could be a nice treat in the summer.
- viii. Some feel that they don’t want another thing on their schedules.
- ix. Is there a place for staff to walk away from their desk, gather, and eat?
- x. Child care continues to be an issue in the community. Working parents can struggle with summer camps that start/end at different times, so a culture of flexibility would be appreciated
- xi. Advisors on 9 or 10 month contracts would not get any summer flexibility “perks.”
- xii. Flexibility isn’t the only issue- pay can be a concern. Inflation has had a big impact on staff.
- xiii. Larger scale review will happen in Advising Success Network conversations.
- xiv. If advisors have ideas for flexible options or recommendations specific to the summer, please let Amy Hurd know. Stacy is also on AP Council and they are talking about this as well, so she can take suggestions.

V. Campus Solutions/Registration

- a. Fall registration back open today; summer registration will close in CS today.
- b. The Registrar Service Center has a new Course Add Form in My Illinois State under the Academics tab for students who want to enroll in a summer course after registration closes.

VI. Committee Updates

- a. Assessment
 - i. Same update from recent Advisor Day- received a great amount of data on override request forms. They want to evaluate advising, not advisors, and are looking to improve the process. Assessment will give a broad report and recommendations for improvement to AAC.
- b. Technology
 - i. As a reminder, do not recommend students purchase Live Text.
 - ii. There was a follow-up meeting after the registration guardian sessions. Technology Solutions staff agree this is a key connection that’s been

- missing. Initial brainstorming meeting on how to better partner with one another. However, don't want to work against ASN's upcoming efforts.
- iii. Is Pass/No Pass an issue in regards to students trying to take classes P/NP and not understanding the restrictions? How many students does this affect? Can we be more proactive in communicating to students what they should not take as P/NP? The P/NP option cannot be removed from its current location in registration.
 - 1. The Registrar's Office will create another form to live in My. They will develop a communication to send to students to explain what P/NP means, encourage students to check in with their advisor. They will notify advisors when this goes out so they can run their report.
 - 2. If the student mistakenly puts a course on P/NP, Stacy will approve a change to a letter grade. We know the letter grade and can replace it.
 - 3. Pass/No Pass matches the withdraw time frame. Students can either add or drop P/NP until the 12th week. Now that the policy has been moved to the 12th week, that will hopefully help with late requests.
 - 4. A letter grade of a D is not going to work for P/NP- that's not the right option for that student. "Pass" is always a C or better, whereas a D can meet a requirement.
 - 5. Confusion about "major courses" being major requirements, not just courses within the student's major/department.
 - 6. Do new advisors know how to use the Pass/No Pass COGNOS report?
 - 7. Sarah will send the name of the report to Crystal
 - 8. Could AAC compile a list of when/how to run the best advising reports? Will ASN do that?
 - iv. Technology is not meeting throughout the summer months; they will communicate over Teams.
 - c. Teacher Education
 - i. No report
 - d. PDT
 - i. Meet tomorrow. The End of the Year event went well. 72 people attended in total- 24 in person. The updates were helpful and relevant, and the committee has received good feedback on the event.
 - e. Mentoring & Connections
 - i. Meeting this week

VII. Student Representative Reports
a. No student representative at this time.

VIII. Other Business?

IX. Next meeting – June 27 at 10:30, Moulton 102 C

Submitted by:
Sarah Roth
June 3, 2022