

## AAC Minutes: January 13, 2023

- I. Present:
  - a. Gray, Thomas, Vietti, Aich, Weiser, Hurd, Tulley, Whitman, Matheny, Nourie, Ramsey, Simmons
- II. Approval of minutes from December 16 - Thomas motioned to approve, and Gray seconded
- III. Secretary/Treasurer Report
  - a. \$2,380.15 budget balance
- IV. Old Business
  - a. Advising Success Network Updates – Hurd
    - i. The third group was asked to attend multiple meetings (initially one meeting). Overall, this process did not meet expectations. However, modules are available to group members.
- V. New Business
  - a. Election of Officers
    - i. Chairperson- Ryan Gray nominated, approved
    - ii. Secretary / Treasurer- Jill Thomas nominated, approved
  - b. Director of Advising position update- Hurd received HR feedback and shared the difficulty to classify this new position. Moving forward with search committee membership. This position and the hiring of the Director of University College will change the structure of University College. Multiple efforts- waiting on HR to finalize the classification. Anyone interested in serving on the search committee should contact Hurd.
  - c. Director of University College- The search committee is in the process of Zoom interviews. We anticipate candidates on campus in mid-February.
    - i. Other spring searches: Registrar, Chairs for Engineering (2)
  - d. Committee Liaison assignments:
    - i. Assessment- Gray
    - ii. Technology- Whitman (willing to continue until new Director of UCollege is hired)
    - iii. Teacher Education- Jill Thomas
    - iv. PDT- Rebecca Laible
    - v. Mentoring & Connections- Brittany Vietti
    - vi. Advising Awards- not a standing committee. The chair of AAC serves as the chair of the awards committee.

e. hold

VI. Campus Solutions/Registration

- a. Registration Split/Hours breakdown- Nourie stated Fall 2023 will split the entry times for registration. Going with 8:30 am and 12:30 pm for fall & spring only. (Split does not apply for summer registration.)
- b. Registration open/close periods- Nourie proposed not shutting down registration for two weeks in May and three weeks in December. Although technically, students can still drop classes, and prerequisite drops happen during this time, students cannot adjust or add new classes. In comparison, we are one of the few institutions with this practice.
  - i. Winter session happens during the December closure and seems to work well.
  - ii. Discussion ensued about load concerns, timing, and questions over “university closure” times
  - iii. Nourie will gather more feedback and share findings.

VII. Committee Updates

- a. Assessment – no report
- b. Technology – worked on finishing the improvements from the fall. The next meeting is in February. Matheny displayed her notes for a visual. If anyone has updates/questions, please contact a member of the AAC Tech Committee.
- c. Teacher Education – no report
- d. The PDT email went out to hold time at the Alumni Center on Friday, January 17, serving lunch for Spring Advisor Day. Finalize the details.
- e. Mentoring & Connections – no report
- f. Advising Awards Committee – nomination form is due January 31 (no applicants have been received). Four letters are necessary: should we push the deadline back to 2/17 (Spring Advisor Day)? Yes- Hurd will send out a reminder and share the extended deadline.

VIII. Student Representative Reports – no report

IX. Other Business

- a. Eligibility requirements for awards: Any individual serving at minimum 50% of academic advising. Thought we changed this to be less rigid because position descriptions are very different between advising positions.
  - i. It could have been the updated web template- some recent changes were lost in the conversion

- ii. Discussed the AAC membership criteria in the fall. Both criteria should have been updated. Gray and Simmons will investigate.
- b. Dean of Engineering- Dr. Thomas Keyser (previous Dean of the College of Engineering, Technology and Management at Oregon Institute of Technology), has been announced <https://news.illinoisstate.edu/2023/01/keyser-named-founding-dean-for-college-of-engineering/>
- c. EMAS Calendar of Communication – Ramsey suggested it would be great for advisors to know what is being communicated to students including messages from the Registrar’s Office and University College. When the email/message is sent, a copy could be added. A new folder has been added for collection in Advising WIKI: University Communications

X. Next meeting: January 27, 2023