

AAC Minutes 2/2/24

- I. Present: Kate W., Rebecca L., Matt B., Janet T., Crystal N., Stacy R. Ryan G., Soemer S., Brody B., Wendi W., Karen H.
Excused: Brittney V., Jayden W., Amy H.

II. Approval of minutes from 1/19/24 Motion: Kate, Second: Matt, approved.

III. Secretary/Treasurer Report

We will have a new process to submit for reimbursements (Comptroller's Office). This is campus wide.

IV. Old Business

AAC Committee requests closes today and advising awards reminder will go out today.

PIE Grant for advisor P/D. Wendi has started the process of writing the proposal. AAC will need to come up with a process for it. Wendi will have a draft for the next meeting. Could we duplicate a current form that faculty or other departments use for requests?

Transitioning students should continue to work with their current advisor. Could we create a transitional checklist for advisors to use? Should be a current practice, campus wide. An introductory, or handoff, email to prospective department.

A committee for Best Practices and Policies or should AAC do it? AAC will start it, then to sub committees for feedback before rolling out to the whole advising committee. Kate, Matt, Rebecca, Karen, and Wendi will take this on.

V. New Business

- a. Advising communication on campus – Listserv vs. Wiki. Should advising have an 'official' communication tool. Listserv: one-way communication for important news. Teams: two-way communication. New communication policy on Listserv and Teams. Enrollment Management Committee for internal transfer policy.
- b. Graduate advising representation on AAC – Noelle thought it's a good idea to have representation. A liaison for AAC and the Graduate Coordinator group? We can try it for the spring and revisit it after that. Ryan will reach out to Noelle for a recommendation of who could serve in a role.
- c. 3rd week departmental overrides – Housing letter went out on February 2nd stating students needed to be full-time to stay in the residence halls. Campus registration closed 1/29. Could we add information to the housing letter that goes out? What is housing communicating? Can we get a copy of the communications going out to students. Possibly invite housing and financial aid to one of our meetings.

Some departments don't allow course addas after the first week. Other departments have let students in. No consistency on the departmental deadlines.

- VI. Campus Solutions/Registration
 - a. Priority registration update – still in gathering information and data stage. No firm decisions made.

- VII. Committee Updates
 - a. Assessment – Advisor survey results. Current student advisor survey is open, and students are responding.
 - b. Technology – Improving the advising tile in CS, streamlining what is there. Achieve update has taken place.
 - c. Teacher Education – Save the date for the EFAW Center resources.
 - d. PDT – Campus partner session next week. Change in format has increased participation in event.
 - e. Mentoring & Connections – No report, first meeting next Friday.

- VIII. Student Representative Report
 - a. Jayden could not be here, no report.

- IX. Other Business

- X. Adjournment: Motion: Ryan, Second: Matt, adjourned

- XI. Next meeting: 2/16/24