AAC Minutes: June 10th, 2019

Present: Megan Baxter, Ryan Gray, Amelia Noel-Elkins, Jess Ray, Janet Tulley, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

I. **Approval of minutes from May 16, 2019.**
   a. Megan B. motioned, Ryan seconded, minutes unanimously approved.

II. **Chair's remarks**
   a. Thank you to PDT for all of their hard work with sessions and planning.
   b. Considerations for future PDT event planning-PDT
      i. Growing gap with training knowledge from assessment surveys.
         1. Assessment data- Janet
            a. Data from student surveys, advisor survey data available closer to academic year.
      ii. Advisors would like trainings that are similar to University College's Preview training.
      iii. Helpful to review gen ed, IAI requirements, university policies, Cognos training, cross disciplinary information, AMALI, study abroad, housing, financial aid, mental health, Career Center, role of first year vs. departmental advisors, wiki, appointment manager, email and communication tips.
      iv. 50% of advising population are new advisors (under 5 years of experience).
      v. Fall advisor day proposed date: September 6, 2019.
         1. Training component for housing and support services.
         2. Morning: listserv training and Slate.
      vi. How an AAC support PDT?
         1. Attendance has been low at events.
            a. Encourage advisors, especially new advisors, to attend.
            b. Clint is willing to send email announcements regarding fall events.
      vii. Town Hall
         1. PDT discussed getting rid of event.
         2. Move to recognition of advising award recipients and AAC committee updates.
      viii. Common Reads
         1. Move to advisor days due to low attendance.
   c. When should students contact advisors about waitlist?
      i. Waitlist runs through the first week of classes.
      ii. Advisors created waitlists for classes where there is likelihood of changes.
      iii. Should be advisor discretion.
      iv. Students should always register for 12 hours; not good to have 9 hours and a waitlist.
         1. We can communicate this to students.

       v. Waitlist is an indicator of demand to help departments know when an additional section is needed.

      vi. Is there a query report for waitlist?

         1. Amelia contacted Rachel from EDA who will make a query report.

      vii. Cognos list of students registered by advisor can be helpful to determine who is on waitlist courses.

    d. Have departmental advisors been using the Career Readiness video during Preview?

      i. Mostly using it as a resource and understanding the terms.

      ii. Some will put video on their website.

      iii. Could also be used during Welcome Week.

    e. Will advisors receive the counts by numbers by each day?

      i. Angie is no longer able to provide this.

      ii. Gordy can create a report if advisors have need for it.

         1. Helpful for room capacity based on major for CFA.

         2. Helps to gauge if it is a busy day and know when to start and what materials to bring.

III. Secretary/Treasurer Report

    a. Approval of line items for budget.

      i. Welcoming and Connect Committee requested $50 per semester.

      ii. PDT will receive $450 for fall advisor day.

         1. Will need to report plans for other events before our next meeting.

      iii. Town Hall will be planned by AAC.

         1. AAC approved $500 designated for Town Hall.

IV. Old Business

V. New Business

    a. PDT-See notes from Chair's remarks.

    b. Appointment Manager training.

      i. Worked with Tony to pull data from Appointment Manager (AM) for 2018.

      ii. 16,000 appointments made with AM in 2018.

         1. May not account for group advising, walk ins, no shows.

         2. No all advisors are using AM, and not all advisors are using all the features.

         3. Who trains new advisors to use AM?

            a. No one-what direction do we need to go to help with this?

         4. Can wiki contain training materials?

            a. Advisors more likely to look there than the AT knowledge base.

            b. Could listserv have email with features of AM and why they are helpful?

            c. Slate will not be used to replace AM or advisor notes.

         5. Tony would be the best person to train advisors in AM.

VI. Campus Solutions/Registration

    a. No updates.

VII.   Committee Updates
- a. Assessment
    - i. Met and are reviewing advisor survey.
    - ii. Will start on student survey once advisor survey data is reviewed.
- b. Technology-Ryan/Amelia
    - i. Meeting today at 1pm.
    - ii. Amelia
        1. Degree audit problems have been longstanding, AT unsure of all problems related to it.
        2. Evaluators and advisors will be invited to discuss all issues related to degree audit and then AT options to troubleshoot.
        3. Invitations will be sent over the summer.
- c. Teacher Education-Megan B.
    - i. Session in August regarding back to basics for newer advisors.
    - ii. Troy will give yearly update in September.
        1. Basic skills will likely go away but will know by July.
- d. PDT-Megan B.
    - i. See notes from Chair's remarks.
- e. Mentoring and Connections Committee- Megan T.
    - i. Megan does not believe they have met.
    - ii. First wiki work group meeting led by Ryan.
        1. Will not revise training manual, as information will go on the wiki.
        2. Next meeting is June 24.

VIII.   Student Representative Report
- a. No representative present.

IX.   Other Business?
- a. Discuss subcommittee for Town Hall at next meeting.

X.   Next meeting – August 1st @ 9:00 AM in MLT 102C
- a. Megan B. motioned, Megan T. seconded, all approved.

Respectfully submitted:
Gina Turton
6/10/19