

AAC Minutes: August 1, 2019

Present: Megan Baxter, Ryan Gray, Amy Hurd, Amelia Noel-Elkins, Crystal Nourie, Jess Ray, Clint Smith, Janet Tulley, Gina Turton,

I. Approval of minutes from June 10, 2019

- a. Megan B. motioned, Ryan seconded, minutes unanimously approved.

II. Chair's remarks

- a. Welcome Crystal Nourie
- b. University College Representative vacancy
 - i. Derek left the University as of August 1.
 - ii. Constitution says AAC can run a special election or appoint the runner up from previous election.
 - iii. Clint will reach out to next advisor in line.
- c. Gina is moving to INTO
 - i. Should we add INTO as a special population to Constitution?
 1. Motion carried to add INTO as special population to Constitution; Gina can continue in AAC.

III. Secretary/Treasurer Report

- a. Big thank you to PDT for going under budget for Summer Advisor Day.
- b. We ended FY 19 with \$60.57 remaining in budget.

IV. Old Business

- a. Town Hall Subcommittee
 - i. Will discuss when Soemer talks about Founders Day.
- b. SGA Representative
 - i. Amelia will follow up to inquire about a representative.

V. New Business

- a. Changes to Founders Day/Impact on AAC Awards – Soemer Simmons
 - i. Founders Day will no longer have a convocation ceremony.
 - ii. Will still have luncheon to recognize employees with years of service.
 1. Award winners will be recognized if they do not have a ceremony/recognition through their department or organization.
 - iii. Town Hall
 1. Planned to recognize three AAC advising awards at this event.
 2. If award recipients are still receiving plaques, we need to know the recipients at least a month ahead of event.
 - iv. Advising awards timeline
 1. Awards announced in November.
 2. Last year's committee met November 29th to discuss recipients.
 3. We could cancel Town Hall and move recognition to Spring Advisor Day.
 - a. Motion carries to eliminate Town Hall; recognize at Spring Advisor Day.

- i. Have reception after Spring Advisor Day.
 - ii. Provost's office (Amy, Soemer) will take over leading award committee and planning reception.
 - v. Advising statement
 - 1. Last year the statement was sent to new advisors as a hard copy.
 - 2. Clint will send as an attachment to listserv; encourage advisors to display in their office.
- b. Override Request Form – Ryan Gray
 - i. AAC-Tec discussed if the override request form is doing what we need it to do.
 - ii. Wendi is gathering statistics about who uses the form and how often it is used.
 - iii. Likely used by transfer students or for closed classes.
 - 1. Need more education on how students use waitlist.
 - iv. Crystal can determine the percentage of classes that have a waitlist.
 - v. Amelia mentioned waitlist to directors at a professional development session, so they should be aware of this opportunity.
 - vi. Departments who don't use waitlist say they want flexibility to add specific students to classes (e.g. late transfer students).
 - 1. Could have waitlist with unlimited spots, which would help gauge demand.
- c. Change to the Constitution – Amelia Noel-Elkins
 - i. See above related to vacant positions and INTO as a special population.
- d. Slate as Replacement for TDAS – Amelia Noel-Elkins
 - i. Team from AT and UC are meeting regularly to get system implemented for fall transfer day.
 - ii. Challenge with training academic advisors on how to put appointments in Slate.
 - 1. Backup will be using TDAS if Slate/advisors are not ready by transfer day.
 - 2. Students will access it using MyIllinoisState.
 - iii. Work group is creating training for academic advisors.
 - 1. PDT contacted AAC-Tec for a training for Fall Advisor Day, but this may double dip with the trainings that are being set.
 - 2. Could have time for questions at advisor day, but not a training.
- e. Transfer Checklists – Amelia Noel-Elkins
 - i. We have transfer checklists in catalog.
 - ii. Last year advisors had a sheet with highlighted courses that students can take at community colleges, but this is not currently an option.
 - iii. There is a link to the catalog, but students have to scroll to the checklist.
 - 1. The courses are showing on website, but there is no official process to determine if this is correct.
 - iv. Will likely have a static webpage in the future, but that will take time.
- f. Four Year Plans of Study – Gina Turton

- i. Four year plans no longer include checklist, which creates more time to determine course requirements (pre-recs, gen ed exemption, etc.) for students and advisors.
- ii. First year advisors and at least one major advisor expressed frustration with this.
- iii. Checklist was intentionally removed to steer students to the catalog.
- iv. Very likely that the checklist will not appear on the four year plans in the future.

VI. Campus Solutions/Registration-Crystal

- a. Nothing to report.

VII. Committee Updates

- a. Assessment-Janet
 - i. Still meeting to discuss surveys.
- b. Technology-Ryan
 - i. Update about override form mentioned above.
- c. Teacher Education-Megan B.
 - i. Meeting on August 6.
 - ii. First session in August for newer teacher ed advisors; back to the basics.
- d. PDT- Megan
 - i. Next meeting August 12.
 - ii. Ask about report for events so we can finish budget.
- e. Mentoring & Connections-Megan T.
 - i. Out on vacation.
- f. Advising Wiki/Intranet-Ryan
 - i. Coming along; started adding items to advising wiki.
 - ii. Hopefully will be running for Fall Advisor Day.
 - iii. Focus on undergraduate programs.
 - iv. Mentoring and Connections Committee will maintain the wiki once it is created.

VIII. Student Representative Report

- a. No representative present.

IX. Next meeting – August 15th @ 9:00 AM, HOV 401D

- a. Megan motioned, Gina seconded, all approved.

Respectfully submitted:

Gina M. Turton

8/1/19