

AAC Agenda: October 24, 2019

Present: Megan Baxter, Bryce Canary, Ryan Gray, Amy Hurd, Patrick McNulty, Amelia Noel-Elkins, Crystal Nourie, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

I. Approval of minutes from Sept 26, 2019

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

II. Chair's remarks

- a. Transfer Day-Corey Burgess
 - i. Small number of students show up to transfer day without an appointment.
 1. They do not have enrollment appointment and their transcripts are not evaluated.
 - a. Enrollment appointments usually needed overnight processing, but it is now immediate.
 - ii. What should our message be to them?
 1. They can attend academic sessions, have lunch, and then make appointment for enrollment.
 - a. Transfer day staff could call department to see what the student can attend.
 - b. AOC for U College could walk them through registration process without actually registering them for classes.
 - c. Department advisors request to not give advisor office location to prevent students from walking in and expecting to register.
 2. Department advisors can have phone appointment to enroll students, so they don't have to drive back to campus.
 3. Department advisors should not blindly send students to UC on a transfer day.
 4. We can encourage departments to have staff on call for these days in case a student shows up.
 5. Corrie will send email to advisors and department chairs with process for this.
- b. Awards Selection Committee
 - i. If applicant requests a committee member to write a letter of recommendation, what should the committee member do?
 1. Committee member may choose to write a letter of recommendation, but will need to refrain from voting on the particular award if they believe they cannot be objective.
- c. AAC Elections
 - i. Ballots are created for new terms in early November (11/9 last year).
 - ii. Web helped with the form.
- d. Call for Committee Membership
 - i. PDT is requesting more members.

- ii. Committee membership call can follow similar timeline as AAC election.

III. Secretary/Treasurer Report

- a. Mentoring and Connections committee thanks AAC for increased budget for fall lunch.

IV. Old Business

- a. Nothing to report.

V. New Business

- a. Award questions from Soemer
 - i. Decided to not send physical invitations this year.
 - ii. Previously faculty and department staff we invited to ceremony for Herb Sanders recipient.
 - iii. Include faculty for the New Undergraduate Advisor award and the supervisor for the Advising Advocate award.
 - iv. Catering
 - 1. Catering will need a final count a week before the event.
 - 2. We have discretionary funds that can be used towards this event to accommodate more attendees.
 - 3. Ask PDT to include if advisors will stay for reception in attendance form.
- b. ALEKS placement-Amelia
 - i. Students can access ALEKS through MyIllinoisState under the Academics tab.
 - ii. Amelia will send email to clarify the process.
- c. Campus Solutions/Registration-Crystal
 - i. AT asked if they could move jobs around so they don't need to all run on Monday morning.
 - 1. This should help to reduce slowness for next registration day.

VI. Committee Updates

- a. Assessment-Janet
 - i. Will meet on 10/28.
- b. Technology-Patrick
 - i. Nothing to report.
- c. Teacher Education-Megan B.
 - i. Next session is about graduate school for TE majors in November.
- d. PDT-Megan B.
 - i. Next meeting is 11/11.
 - ii. They are going with our suggestions from last AAC meeting except for What-If scenarios.
- e. Mentoring & Connections-Megan T.
 - i. New advisor lunch yesterday, very well attended.

VII. Student Representative Report-Bryce

- a. Is there anything AAC would like a student to report on?
 - i. Anything related to student experience with advising and registration.
- b. CS was very slow on registration day from student perspective.

VIII. Other Business?

- a. Are departments having meetings regarding anti-black movement on campus?
 - i. Has been discussed in AP council, and meeting this afternoon will have definitive response/action items.
 - ii. Some departments have written statements of support and held discussions in classes.
 - iii. UC has cleared staff meeting so advisor can attend the CRCC conference.
 - iv. Should AAC take initiatives for this?
 - 1. We can look at processes/policies to determine if there are any that disadvantage students of color.
 - 2. We can promote the CRCC conference on the advising listserv.
 - a. Megan B. will send email to listserv.
 - b. PDT may incorporate training for Spring Advisor Day.
 - 3. Chairs will have new dashboard which will show failure rates of students by class.
 - 4. Look at our Constitution to determine if/how we express support for various student groups.
 - v. General Education-Amy
 - 1. Created an executive committee for General Education revision.
 - a. 28 members currently.
 - b. Call for student representatives.
 - 2. First meeting will be on Wednesday, 10/30.
 - 3. We will not go over the current number of general education credit hours.
 - 4. Anticipated proposal to the Provost by Spring 2021.
 - vi. Degree audit-Ryan
 - 1. Consultant has already been working on adjustments to degree audit.
 - 2. "Test version" will no longer appear.
 - 3. Working on accurately displaying incomplete grades.

IX. Next meeting – November 7th @ 9:00 AM, MLT 102C

- a. Megan B. motioned, Megan T. seconded, all approved.

Respectfully submitted:

Gina M. Turton
10/24/19