

AAC Minutes: November 7, 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 October 24, 2019

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

II. Chair's remarks

- a. AAC Elections/Call for Committee Membership
 - i. Clint is drafting emails to send out to advisors for AAC elections and committee membership.
 - ii. Both emails will be sent before next AAC meeting.

III. Secretary/Treasurer Report

- a. Nothing to report.

IV. Old Business

- a. Transfer Day Unexpected Drop-ins Email
 - i. Corey's email to departments was received well.
 - ii. If a student assigned to a department comes to UC, UC will follow up with email to departmental advisor and chair that UC met with the student.
 - 1. All of the information will be in advisor notes in CS.
 - iii. Clint will tell Corey that we approve the email being sent out before December Transfer Day.
- b. Advising Award Recognition Reception
 - i. Soemer is helping AAC book the recognition ceremony.
 - ii. Catering is getting busy in spring and is wondering what we would like for the food package.
 - iii. Last year there was cookies, veggie, and fruit tray, coffee, water, and iced tea for approximately \$500.
 - iv. We can allocate \$150 from discretionary fund for catering.
 - v. Continue with previous year's package and add hot appetizers.

V. New Business

- a. Phone Appointments on Transfer Days – Amelia
 - i. No advisor has had a phone appointment with students on Transfer Day besides UC.
 - 1. Phone appointments were a more regular occurrence before the new system.
 - ii. Are advisors/departments scheduling phone appointments the same way as other appointments, or are they not being scheduled?
 - 1. Megan has not had phone appointments since new scheduling system.
 - 2. Ask other departments if they had phone appointments.
- b. CS Registration Slowness-Todd Smoak, Executive Director for Administrative Technologies

- i. Only one human error found, which was not at the peak of registration.
 - 1. The issue is attributed to systems, which is not hosted on campus.
 - a. Hosted on services in Salt Lake City, Utah.
- ii. The University is switching providers next weekend.
 - 1. Current provider has been declining since we contracted with them.
 - 2. Will now be hosted in Amazon.
 - i. This provides us more available servers to help with influx of students on registration days.
 - 3. Fluid registration provided a learning curve for staff and outside vendor.
- iii. Slowness has been a problem for at least 2 years.
- iv. 90% of students use their desktop computer to register for classes
 - 1. Will also log in with their phone, which can cause extra load.
- v. What messaging can we provide for our students?
 - 1. There is a sign out button that should be used if students are logged in multiple times. They should sign out of multiple devices.
 - 2. Be patient and using the refresh button does not help it to load faster.
- vi. Is it possible to organize enrollment appointments into smaller groups of students?
 - 1. Not a technology question, but University question.
- c. Impact of registration holds, registration cycle, etc. on vulnerable students – Megan B.
 - i. We discussed at the last AAC meeting to explore how our policies affect specific populations of students.
 - ii. We have students who enroll in lower hours in first year and are punished with a later registration date and less availability for classes.
 - iii. Freshmen are 0-29 hours, sophomores 30-59 hours, juniors 60-89 hours, seniors 90+ hours.
 - iv. Developmental math courses count towards hours in terms of when to register.
 - v. The Registrar would need to go to AT if we want better enrollment dates, as this is a big project.
 - vi. Department advisors need information about non freshmen blocked sections of gen eds before registration begins.
 - 1. ENG 101, COM 110, NS courses.
 - vii. Very little availability for MAT 130 for spring.
 - viii. How do we offer more seats in continuously popular classes?
 - 1. BE 141 is currently at 3 sections capped at 40 students.
 - ix. Prerequisites
 - 1. Many general education courses have prerequisites which can be a barrier for students.
 - x. Topics should be brought to next meeting to generate potential solutions.

VI. Campus Solutions/Registration

- a. Did AAC Tec know about vendor being switched?

- i. Ryan and Patrick receive technology emails, but the terminology and context can be difficult to understand if not in AT, which makes it hard to relay to advisors.

VII. Committee Updates

- a. Assessment-Janet
 - i. Still working on report, trying to trim information.
 - ii. Meeting next week.
 - iii. Suggested training on how to help students who come in with a lot of AP/dual credit as first year students.
 - b. Technology-Ryan/Patrick
 - i. Meeting today.
 - ii. Consider having Hina on committee so there is consistency with CS requests.
 - c. Teacher Education-Megan B.
 - i. Session on graduate school options on listserv.
 - d. PDT
 - i. Meets on Monday.
 - e. Mentoring & Connections-Megan T.
 - i. Have not met.
 - f. AAC Awards Selection-Clint
 - i. Orientation meeting tomorrow.
 - ii. Email announcing call for materials has been sent out.
- VIII. Student Representative Report-Bryce
- a. Nothing to report.
- IX. Other Business?
- a. 1st Generation Gala tonight (11/7) and tomorrow (11/8) in the Bone.
- X. Next meeting – November 21st @ 9:00 AM, MLT 102C
- a. Megan B. motioned, Megan T. seconded, all approved.

Respectfully submitted:

Gina M. Turton

11/11/19