

AAC Agenda: January 24, 2019

Present: Megan Baxter, Ryan Gray, Brian Hays, Amy Hurd, Amelia Noel-Elkins, Michaela Pierson, Jess Ray, Derek Sieg, Clint Smith, Megan Taylor, Gina Turton

I. Approval of minutes from January 10, 2019.

- a. Derek motioned, Megan seconded.

II. Waitlist Update: Amelia

- a. Departments/schools using or agreeing to use waitlist feature: AGR, CJS, FCS, KNR, BSC, TEC, COM, ENG, Geology from GEO, HIS, PHI (considering), SOC/ANT, all departments in the College Of Business, MUS (some classes).
- b. Amelia will reach out to Laura Edwards who is interested in the waitlist.
 - i. Also will connect with SWK and ECO.
- c. Janet is working on outreach to the College of Fine Arts.
- d. MCN will likely not need waitlist.

III. Chair's remarks

- a. Welcome to new AAC member—Michaela Pierson
- b. Call for Subcommittee Membership Update
 - i. Deadline is tomorrow, and entries have slowed in the past few days.
 - ii. Committee breakdown
 1. Onboarding=6 members
 2. Assessment=12 members
 3. Education= 9 members
 4. PDT=8 members
 5. Technology= 12 members
 - iii. Some advisors have signed up for multiple committees.
 - iv. Discussed option of assigning members to committees to reduce disproportion of group size.
 1. Assessment typically has members remain for a long time.
 2. Technology has many people who signed up for another group, however they are happy to have a larger committee.
 3. Jess mentioned value of having advisors on multiple committees.
 4. Decided to keep committees as they are.
 - v. Megan T. offered to join Onboarding so AAC is represented.
 - vi. Megan B. will continue to be on PDT and Education so AAC is represented.
 - vii. Clint will follow up with new members to provide committee information.

IV. Secretary/Treasurer Report

- a. Update on Photographer Expense
 - i. There was a line error in the budget spreadsheet, which has been adjusted.
- b. Budget is in the black, however this does not include the increased expense for award plaques.
- c. A new Herb Sanders plaque board is needed as the last spaced was used last year.

- d. Jess and Amelia can cover costs for new Herb Sanders plaque board and the additional award.

V. Old Business

- a. PDT Budget Request
 - i. PDT requested \$1550 for next fiscal year.
 - 1. \$500 increase based on need for food and increased fee for catering.
 - a. Town Hall at Galleries requires catering to be at least \$200, which is why the expense was increased.
 - ii. AAC will revisit budget request closer to next fiscal year.

VI. New Business

- a. Summer Registration
 - i. Appointments will be created on Monday.
 - ii. More compressed appointments than fall/spring registration, at least 2 days in between appointments.
 - 1. Appointments also are dependent on Transfer days.
 - iii. Appointment times will be visible to students in MyIllinoisState on February 1 or earlier.
 - iv. Are advisors communicating with students about fluid?
 - 1. Hoping to have registration guide link in MyIllinoisState and in fluid registration system.
 - a. Want one cohesive guide to be placed in a variety of areas.
 - 2. Guide will be distributed to advisors and located on Registrar's website.
 - a. Will likely adapt guide Amanda Papinchock created.
 - 3. Guide should likely be available in early February.
 - 4. Michaela will reach out to Mike from SGA about registration changes.
 - 5. AAC Tech can provide resources if departments want to host fluid registration sessions.

VII. Campus Solutions/Registration

- a. RFP: Jess
 - i. For hosting, potential positive impact to make the system a bit faster.
 - ii. Megan B. asked if graduate degree audit is going to be worked on.
 - 1. New degree audit system would need to be built by scratch, so we will wait until that time instead of making changes now.
- b. Auto-assign
 - i. Some issues of students showing as inactive even though they are enrolled in classes.
 - ii. Some students are not being switched to U College as they should.
 - 1. Probably waiting on tenth day to make adjustments.

VIII. Committee Updates

- a. Assessment
 - i. Haven't met.
 - ii. Launching survey to students in week 3.

- 1. Students who complete survey entered in to win five priority registrations.
 - iii. Advisor survey going out shortly afterwards.
- b. Technology
 - i. Discussed updates already.
- c. Teacher Education
 - i. Met on Tuesday, 1/22.
 - 1. March 6th- Kelly Apple talking about new role and recruitment.
 - a. Announcement will go out soon.
 - ii. Barb Meyer is faculty mentor for Golden Apple.
- d. PDT
 - i. Talked about budget and finalizing spring advisor day logistics.
 - ii. Megan B. started sending committee AAC minutes.
- e. Advisor Onboarding
 - i. Ginny and Brent will co-chair.

IX. Student Representative Report: Michaela

- a. Anticipates concern from students about registration change.
- b. Peer advisors are considering drop in times to demonstrate fluid registration.
 - i. Brian is unsure if we can turn on fluid without also turning on registration.
 - ii. May be able to give peers testing environment and general account to walk students through process.
 - iii. Summer registration will be the first time students will interact with fluid.
 - iv. Amanda's PDF guide could go on U College advising bulletin board.
- c. Ryan asked if we can encourage students to go on fluid for summer registration even if not enrolling in a class in order to try the system.
 - i. Yes, encourage students to do this and even use planner for fall registration.
- d. Should we stress the difference between shopping cart and planner in fluid?

X. Other business

- a. Online proctoring: Jess
 - i. Began exploring online proctoring process for ALEKS.
 - 1. Expensive and there are accessibility concerns.
 - 2. RFP process, Registrar will be involved.
 - 3. Unlikely to impact next Preview group.
 - 4. Megan T. has heard many students say they take ALEKS on their phones.
 - a. This would include a feature to block phone use.
 - ii. In-person proctoring is an option.
 - 1. Not enough capacity if everyone wanted in person proctoring.
 - iii. Ryan asked why every incoming freshmen and some transfer students take ALEKS.
 - 1. Math believes ACT/SAT is not comprehensive enough to determine student's ability in math.
- b. Electronic diploma: Jess

- i. Checking vendors for electronic diplomas.
 - 1. Hard copy diplomas are not technically certified records.
- ii. Electronic diploma available through vendors to validate a person has a degree.
 - 1. Diploma is registered and can be displayed in multiple places.
 - 2. Will help with international students to evaluate credentials.
 - a. Many European schools are using these tools.
 - 3. Requires student to be in our system in order to be credentialed.

XI. Next meeting – February 7th @ 1:00 PM in MLT 102C

XII. Megan B. motioned to adjourn, Ryan seconded.