AAC Agenda: March 21, 2019

Present: Megan Baxter, Ryan Gray, Bryan Hays, Michaela Pierson, Jess Ray, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

I. **Approval of minutes from March 7, 2019.**
   a. Megan motioned, Clint seconded, unanimous approval.

II. **Chair's remarks**
   a. Wiki Work Group
      i. Wiki located on teams, called "Advising Intranet."
      ii. Call to action—is there a timeline and structure that we want to establish?
      iii. End of semester email to advisors
         1. Include a form for school/depts to place content.
         2. Could coincide with Preview training for U College/Honors (May 21-23).
            a. Ensure it is sent before advisors go off contract for summer.
            b. Send right after registration is settling down.
      iv. Content
         1. Application deadlines, non-major blocked classes, insider tips.
         2. Information for advisors that's not on website.
         3. Contact for prospective students.
      v. How will we filter information that is put on the wiki?
         1. Registrar could filter information if needed.
      vi. Clint will put call out for working group members; deadline next Thursday.

III. **Secretary/Treasurer Report**
   a. Herb Sanders came in over budget and included printing invitations.
      i. February 7th meeting AAC decided not to print invitations.
         1. Clint will follow up with Soemer.

IV. **Old Business**
   a. PDT Budget Increase Request
      i. Tabled to New Fiscal Year.

V. **New Business**
   a. AAC Master Calendar – Megan B.
      i. PDT asked if they should submit session dates/times on AAC website.
      ii. Committees should continue this.
         1. Email Soemer, who will check if there is a conflict.
         2. If conflict, Soemer will email chair (Clint) about conflicts.
         3. Committee chairs should also email Soemer committee member names for website.
   b. Campus Solution Notification – Megan B.
      i. CS is going to be down when seniors register.
      ii. CS Maintenance scheduled for 1am-9am on March 27.

1. Highly unlikely for update to take until 9am.
iii. A weekend in May will have significant outage to work on CS.
1. Will be sometime after commencement.
c. International Studies Advisory Council – Janet
i. Janet represents CFA on council.
ii. Reinvigoration of International Experience Committee.
1. Aimed at international student success.
iii. Janet is interested in someone serving on the committee.
1. Likely a departmental advisor/ graduate coordinator.
2. Janet will contact the Graduate School to see who would be a good fit to serve.
3. Aubrey could tell us what majors are popular for international students.

VI. **Campus Solutions/Registration- Bryan**
a. Had meetings with Web and AT.
i. Issues from last meetings have already been fixed.
ii. Working on getting course directory for IAI.
iii. Showing open gen ed courses on CourseFinder would not be likely because it is a public site.
iv. Working on getting a field in fluid to show open gen eds.
b. Student Service Center
i. Enroll link in student service center is complicated to remove.
1. Customization is expensive and time consuming.
2. Other universities don't use the student service center.
ii. We have alternatives to many features in the student service center, but timing to implement them is important.
1. Best time could be between end of spring and Preview.
iii. Communication is the best form of helping students.
1. Jess is able to send email with wording to students.
2. Megan T. will work on wording.
c. Planner should be available for everyone right now.
1. Students can assign courses to term based on assignment for enrollment.
d. Registration guide
i. Not showing for some students in web browser.
ii. Accessibility scripts are being blocked in some browsers.
iii. May host is somewhere else for CS, but will keep in on Registrar's website.

VII. **Committee Updates**
a. Assessment
i. Will meet on Monday.
b. Technology
i. Have not met.
c. Teacher Education

      i. Next session will be held on April 24.
            1. Judith Webster and Heidi Olson will talk about endorsements, exceptions, common issues on back-end for advisors to be aware.
      ii. Started brainstorming topics for fall.
   d. PDT
      i. Common read was held recently on food insecurity.
      ii. Working on mini sessions and summer advisor day.
            1. Summer advisor Day: June 7th at ISU farm.
            2. Topic of sustainability and EAC will present.
   e. Advisor Onboarding
      i. Just had new advisor lunch yesterday, well attended.
      ii. Brent sent out call for advisors to be mentors.
      iii. Will update new advisor manual.
      iv. Asked if Amy can come to subcommittee meeting to meet advising community.
      v. Advisors/mentors asked about swap feature vs. waitlist.
            1. If student is on waitlist that meets as same time as a class they are already enrolled in, can there be a message to warn them?
            2. May be possible but needs to work on wording.
                a. Encourage students to use the swap feature.
            3. Training sessions could be made for Preview training.

VIII. Student Representative Report
   a. Peers register on Monday.
   b. Hired new peers.

IX. Other Business?
   a. Megan B. set time for Megan T., Megan B., Gina, and Clint to review AAC Constitution and bylaws.

X. Next meeting – April 4th @ 1:00 PM in MLT 102C
   a. Megan T motioned, Ryan seconded.