

AAC Agenda: April 18, 2019

Present: Megan Baxter, Ryan Gray, Bryan Hayes, Amelia Noel-Elkins, Michaela Pierson, Jess Ray, Derek Sieg, Clint Smith, Megan Taylor, Janet Tulley, Gina Turton

I. Approval of minutes from March 21, 2019.

- a. Megan motioned, Clint seconded, minutes unanimously approved.

II. Chair's remarks

- a. Advising Wiki/Intranet Work Group
 - i. Seven advisors requested to join group.
 - 1. Kate Boutilier, Jill Thomas, Brittany Stokes, Megan Taylor, Ashley Berg, Shanna McDaniels, Brent Kane.
- b. Charges for Advisor Onboarding
 - i. Onboarding is concerned about requests that fall beyond their charge.
 - 1. This may be a larger concern concerning HR/supervisors
 - ii. U College has extensive onboarding procedures that was shared with HR.
 - 1. HR sends Amelia onboarding documents when she hires employees.
 - iii. U College and CFA can send onboarding material to Onboarding to show what the chair/supervisor should take care of.
 - 1. CFA has onboarding checklist for chairs to assist new advisors.
 - iv. Onboarding could draft charge and send to AAC for review.
 - v. Amelia can discuss onboarding with Provost Office.
 - 1. Mention for chairs, AAC as a resource for their new advisors.
 - vi. Onboarding also is wondering how to find out about new advisors.
 - 1. Each college would likely know their new advisors.
- c. Constitution Review Results
 - i. Megan, Megan, Clint, and Gina met to review constitution.
 - ii. Suggested changes.
 - 1. Advisor On-Boarding—adding details to their charge.
 - a. Use language from onboarding handbook.
 - 2. Add teacher education to list of committees.
 - 3. Express subcommittee interest to chair.
 - a. Unspecified timeframe in order to bring flexibility.
 - 4. Voting privilege—who is considered is considered to have significant academic advising responsibility?
- d. Student Government Representative for 2019/2020
 - i. Held for next meeting.
- e. Herb Sanders Reception
 - i. Held for next meeting.

III. Secretary/Treasurer Report

- a. Per Amy, PDT has \$300 for Summer Advisor Day.
 - i. Confusion as to if PDT saves money on other events, can they use it for future events.
 - ii. Further discussion about how AAC uses budget is needed.
- b. Further discussion about Treasurer role is needed; will discuss at next meeting.
 - i. Should treasurer have more active role with budget?
 - 1. Collecting receipts, alerting subcommittees about budget, planning budget, etc.
 - ii. Amelia mentioned Soemer could possibly attend treasurer's part of AAC meeting.
 - 1. Amy and Amelia want to be careful of her time.

IV. Old Business

- a. Nothing to report.

V. New Business

- a. Waitlist Functionality in Fluid Registration – Ryan
 - i. Would orange triangle show in schedule for a class a student is on waitlist?
 - 1. Checkbox option to change the view; may be one for waitlist.
 - a. Likely shows as an option only if a student has a waitlist.
 - b. If we raise the max on a course, would it automatically enroll from waitlist?
 - i. Yes, but only once the waitlist runs (every 15 minutes to 1 hour).
- b. Weekly Schedule View in Fluid Registration – Gina
 - i. Can advisors have impersonate feature in MyIllinoisState once weekly view in CS goes away?
 - 1. Yes, we can have access to weekly view, but it would not be impersonate.
 - 2. Maybe in CS, can aim to have it available before student center goes away.
- c. Query Students taking Pass/No Pass courses – Megan T
 - i. Can we run query for students enrolled in pass/no pass course?
 - ii. Yes, we can get a list and even break it down by major.
 - iii. It is a policy to allow students the choice to take course for pass/no pass.
 - 1. Exceptions for major requirements, etc.
 - iv. Why don't we require students to go to Registrar to make a course pass/no pass?
 - 1. Our current option makes it easier for students to utilize their right.
- d. Campus Solution Slow-Down – Megan T
 - i. Amelia confirmed Oracle had a massive outage over weekend; should have only affected personnel side but ended up slowing us.
 - 1. Freshmen registration also slowed process.

- ii. Staff should sign up for tech alerts.
 - iii. Amelia—will be outage during Memorial Day weekend, may change look of CS.
 - 1. Massive outage of all PeopleSoft after Preview, likely for multiple days.
- e. Transfer Day appointment system- Amelia
 - i. Two solutions to transfer day appointment system.
 - 1. Variety of advisors invited to give feedback on the systems.
 - 2. Solution will be chosen likely by next month.
 - 3. New system will likely be utilized by fall transfer days.

VI. Campus Solutions/Registration

- a. Nothing to report.

VII. Committee Updates

- a. Assessment
 - i. Meeting Monday.
- b. Technology
 - i. No representative present.
- c. Teacher Education
 - i. Future sessions
 - 1. Back to Basics.
 - 2. ISBE update with Troy- September.
 - 3. Graduate school options- November.
 - ii. Next session on April 24th.
 - 1. Judy from Registrar will present.
- d. PDT
 - i. Mini session parent services/FERPA on Tuesday, April 23.
 - ii. Working on Summer Advisor Day.
 - 1. Shelter at farm unavailable.
 - 2. Tour at Horticulture center and a focus on sustainability.
- e. Advisor Onboarding
 - i. Have not met.

VIII. Student Representative Report- Michaela

- a. Students claim they didn't know there was new registration system.
- b. Found planner to be unhelpful, easier to use favorites tab.
- c. Overall the system was slow.

IX. Other Business?

X. Next meeting – May 2nd @ 1:00 PM in MLT 102C

- a. Megan motioned, Ryan seconded, motion unanimously approved.