

AAC Agenda: November 21, 2019

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

I. Approval of minutes from November 7, 2019

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

II. Chair's remarks

a. AAC Elections

- i. Draft is ready to go, Clint is working on list of current advisors.
- ii. Intent to send call to nominations today.
- iii. We changed the eligibility criteria to staff who have a significant number of advising responsibility.
- iv. Historically it has been difficult to determine who is eligible to be nominated and vote.
- v. If staff is nominated, they can choose to not accept nomination if they feel their role does not have enough advising responsibility.
- vi. Nomination form was active for 1 week in the past; ballot stays open for 2 days.
- vii. Clint will open form today and have it close by the 11/27, elections on 12/3 through 12/5.
- viii. Will schedule mini meeting on 12/19 inviting new members (in Fell 396).
- ix. Reserve room tentatively for same schedule in the spring.

b. Call for Committee Membership

- i. Email will go out around same time as AAC elections.
- ii. PDT is wanting more members.

III. Secretary/Treasurer Report

- a. Will not be at next meeting.
 - i. Megan T. will take minutes.

IV. Old Business

- a. Advising Award Recognition Reception – Clint
 - i. Spring Advisor Day—February 7.
 - ii. Reception will start at 3:00pm.
- b. Impacts of Registration Holds, Registration Cycle, Etc on Vulnerable Students – Megan B.
 - i. We want vulnerable students to have more equity for registration.
 - ii. Changing the enrollment appointment criteria would take a great amount of man power, meaning AT would need to be involved.
 - 1. AT is willing to explore this option.
 - 2. We need a clear idea for what AT needs to do in order for them to determine the extent of the project.
 - 3. AT can be invited to the next meeting.

- iii. There are larger implications related to changing the process we need to determine.
 - iv. The consultant could give insight into this.
 - c. Financial holds
 - i. Currently the block goes on for students who owe \$250.
 - ii. We can ask Student Accounts to provide a query to see what amount students owe generally.
 - d. Is there a policy/guideline from Registrar that courses need to list instructor name?
 - i. Some departments have legitimate reasons for not showing instructors.
 - ii. This can create an equity issue when students see instructor 2 days before the semester begins.

V. New Business

- a. Appointment Manager – Gina
 - i. AM mobile version does not have advisor information, which can lead to confusion.
 - ii. AAC TEC discussed and voted on this almost unanimously.
 - iii. If students don't read confirmation email, they are unlikely to read the information if it was on the mobile version.
- b. AAC Operating Principles Aligning with our Mission/Vision – Janet
 - i. Move to next meeting.
- c. At Risk Reports – Clint
 - i. Reports cannot be sent to students because of the instructor comments.
 - ii. Currently advisors are allowed to use their professional judgement in sending reports on to students.
 - iii. Discussion on timing to send the reports.
 - iv. Good conversation to have with Amy Roser and AT.
 - 1. AT could update form to state that student will see the comment.

VI. Campus Solutions/Registration

- a. Students are still getting into the old system.

VII. Committee Updates

- a. Assessment-Janet
 - i. Finishing report very soon.
- b. Technology-Patrick
 - i. Nothing to report.
- c. Teacher Education-Megan B.
 - i. Session yesterday was good but not well attended.
 - ii. Open to topic suggestions for next semester.
- d. PDT- Megan B.
 - i. Planning Spring Advisor Day.
- e. Mentoring & Connections-Megan T.
 - i. Have not met.
- f. AAC Awards Selection-Clint

- i. Orientation meeting completed.
- VIII. Student Representative Report-Bryce
 - a. No updates.
- IX. Other Business?
 - a. Student contact information--Jess
 - i. It has proven difficult to get students to update their contact information.
 - ii. UC sent cards out to students in lobby while waiting for appointment.
 - iii. Too many different address types which cause confusion for students.
 - b. INTO-Gina
 - i. 50 students are confirmed for the spring.
 - ii. Will accept students through December 14.
- X. **Next meeting – December 5th @ 9:00 AM, MLT 102C**
 - a. Megan B. motioned, Ryan seconded, all approved.

Respectfully submitted:

Gina M. Turton

11/22/19