

## AAC Agenda: October 1<sup>st</sup>, 2020

Attendance: Brent Kane, Soemer Simmons, Amelia Noel-Elkins, Derrek Drenckpohl, Janet Tulley, Jazmyn Thomas, Jess Ray, Kelly Kennedy, Lindsey Prior, Megan Taylor, Ryan Gray, Wendi Whitman, Amy Hurd

- I. Chair's remarks
- II. Secretary/Treasurer Report
  - a. Approval of minutes- Megan Taylor motions; Ryan Gray seconds
- III. Old Business
  - a. Department advisors' access to imaging – Megan
    - i. Met with Nicholas Finnessey- email has findings. How we use Perceptive Content is very different: one is desktop PC software, the other is through Campus Solutions. Campus Solutions has less details/documents than the desktop software.
    - ii. CS PC does not have:
      1. Transcript notes:
        - a. Evaluations notes (red lettering)
        - b. Number of hours
        - c. Stamps like 'Unofficial'
      2. Email Correspondence- requests to Admissions to change majors
      3. Application
      4. Records/Registration- University Withdraw, P/NP, Add/drop documentation
      5. AP Scores
      6. Test Scores (although we don't think there is a need to see these)
    - iii. There is a restriction on the number of seats/users for the desktop software times out/logs off after inactivity. Jess shares there is an upgrade expected. Security & access details should be included.
    - iv. Two issues: 1) two different ways to access, and 2) there is a difference in how this information is used within advising work
    - v. Multiple ways of getting to the same information (listed above). This could be a training issue.
  - b. Marginalized student populations – Working group
    - i. Megan, Amelia, Jazmyn, Brent- met yesterday to start discussion and will schedule another meeting soon.
- IV. New Business
  - a. Advising Assessment Results by Department – Amelia/Derek Meyers
    - i. Amazing things with Power BI & have details to be used in other places, but as promised will be demonstrated here before this plan proceeds.
    - ii. Demonstration shared with screen sharing & discussion regarding spring 2019 survey (N=990). Tools: Slicers. Multiple year usage (once it exists). Export PDF. Amelia plans to share PDF (static) information.

- iii. Thoughts? Need to ensure folks know how to use the data correctly before having access to dynamic details. Interesting to consider the number of students who respond in each slicer.
  - iv. Amelia will proceed with meetings. Initial list is: CJS, IT, KNR, SOC/ANT, ART, COM, CTK, GEO/GEOLOGY, & SED. How to handle COB & MCN is being discussed. Start meetings week after next and finish before December 17. Start with these and gather information from Chairs, gather feedback, then reevaluate.
  - v. IRB concern for data- was it verified? Derek Meyers says there would be no violation.
  - vi. Share with d/s advisor in addition to chairs? Amelia will allow the d/s to guide who is involved in the meetings, and she will follow their requests.
  - vii. As far as giving the information to the advisors? Amelia feels this is within the context of what has been shared, but AAC needs to decide if this should be shared with all advisors. General consensus is PDF (at minimum) should be shared with all advisors. Clarify/State this is an evaluation of ADVISING, not an advisor.
  - viii. AAC Requests: Hold on sharing Power BI data access, until the initial round of meetings are completed. Then revisit this topic.
- b. Independent Study Form/Digital Signatures – Janet (Advising Teams)
- i. Registrar or AT side? Support to streamline processes. Signature is more about approval issues (not a digital/web signature) – work flow approval through the process.
  - ii. Considerations: Is this one size fits all? Is this a working group? Should the chairpersons know – impact on pay, DFC? Department gives the override, instructor gives a grade.
  - iii. Next: leave of absence form & reverse transfer.
  - iv. Recommendation: Registrar’s office should look into the existing form and create a consistent process for campus. (Important to consider graduate school as well.)
- c. AAC Award Timeline – Soemer
- i. Usually send out about this time of year, due end of November. 2<sup>nd</sup> week of December give details to the President’s Office. This is a tight timeline and who is on the committee? Usually made up of past winners.
  - ii. Brent will work with Soemer to determine committee.
  - iii. Materials due November 20.
- d. Questions on Dec Graduation Ceremony – Brent
- i. Jess: there will be a public announcement expected on October 7
- e. Request student feedback on positive teaching practices online – Amelia
- i. Johanna & Amelia would like to publicize the wonderful things that are happening. Identify students with positive feedback about experiences and run a media story about the student point of view. If known students exist- please forward names/contact details of students to Amelia.

- V. Campus Solutions/Registration
  - a. More information for withdraws & registration? Updated/created an email. Reviewed- if approved can be sent today. Add definition for in-person and where to find the modality details.
    - i. Jess will send final copy to ADV listserv and Teams.
    - ii. Reviewed details for consistency & clarity.
  - b. Shopping Cart function? Not included in email. Activates on first day of advance registration- October 19.
  - c. Preliminary audit finishes on October 9
  - d. Petitions are caught-up for preliminary. About 282 sitting in the queues awaiting processing.
  
- VI. Committee Updates
  - a. Assessment – no report
  - b. Technology – meeting next Thursday
  - c. Teacher Education – meeting next week. Email (from Megan Baxter) sent out for content exams: no longer a prerequisite to enroll in courses.
  - d. PDT – meeting on Tuesday. Great job on Fall Advisor Day!
  - e. Mentoring & Connections – coffee on next Friday.
  - f. AAC Awards Selection – see above
  
- VII. Student Representative Report – no report
  
- VIII. Other Business?
  
- IX. Next meeting – Oct. 15<sup>th</sup>