

AAC Agenda: October 7th, 2022

In attendance: Clint Smith, Lana Cunningham, Jill Thomas, Brittney Vietti, Crystal Nourie, Priyanka Aich, Katie Matheny, Soemer Simmons, Wendi Whitman.

- I. Approval of minutes from September 23rd – Approved by Jill, seconded by Brittney.
- II. Chair’s Remarks – next meeting we will make a decision on the advising award committee and start the discussion about elections. Call goes out in early November.
- III. Secretary/Treasurer Report – None.
- IV. Old Business
 - a. Advising Success Network Updates – None.
- V. New Business
 - a. Tech Orientation for Advisors – Janet. Tech Solutions EDA tip of the month was about tech orientation provided to new employees (offered to students also). Takes about an hour, useful for current employees as well
 - b. **Tip of the Month**: Tech Solutions now provides a self-paced tech orientation course available for new employees. We have offered a tech orientation course for new students for the past few years and students tell us it is very helpful to them. The employee version is built on that student orientation base, but adjusted to the role of faculty/staff. The employee orientation offers self-service training on things such as ULID accounts, connecting to the Internet, major apps like Microsoft 365, ReggieNet, and Zoom, how to get tech support, and more.
 - i. Idea about a pre-recorded session about coursefinder, cognos, achieve, slate? The CS Training Manual shows most of the how-to training documents, live session could be more helpful. Could be a joint effort between AAC-Tech and AAC-PDT (looping in Mentoring & Connections for advertisement). This should all be in a central location and continue to be updated. Currently there are several advisor handbooks in multiple locations.
 - ii. AAC-Tech is tasked with a project to identify and assess the advising listserv, advising wiki, and training manual from the EMAS website (with help from other AAC subcommittees).
 1. Discussion about adding a button in the student center to take students directly to advising notes.
 - iii. AAC as the central location

1. Jill Thomas motions that AAC be responsible for the advising training support materials and its repository in My.illinoisstate.edu.
 2. Brittney seconded. Unanimously approved.
- c. Late Immunization Record Submission Fee – Clint. There is a \$50 fee if you did not submit your immunization records by the deadline (which was extended from September 2nd to September 23rd). It is a non-compliance block and fee placed by Student Health Services. C07 registration block placed on student's account (state regulation). This mimics other vaccinations and requirements applied to other spaces. There is a petition on the SHS website to ask for a waiver for extenuating circumstances. The \$50 poses a barrier to students.
- i. May be helpful to have a comprehensive list of service indicator codes that shows what they are and if they are positive/negative included in the advising training support materials.
 - ii. More transfer students deficient than FTICs. Advisors were probably more forward about it with preview students. It is listed for both accounts (transfer and FTIC) as a checklist item, and transfers do receive many emails about immunizations.
- d. Reviewing Charge (Membership, Voting Privileges) – Clint. A group of AAC members previously reviewed AAC in general about three years ago. A working group to assess AAC as a whole (charge review). Guiding principles say annual review. Idea of getting non-AAC members involved to allow others to have a voice and suggest changes/recommendations. Ad Hoc committee 2 is tasked with structural changes. Potentially an initial audit of the charge in AAC and then a new business agenda item for the new AAC members.
- i. AAC members will review the charge and bring any suggestions to the next meeting.
- VI. Campus Solutions/Registration – Ryan Gray's email about 2nd 8-week courses, students cannot add the 2nd 8-week section of the course if they withdrew from the full semester course. Same applies to winter – spring (for example, a course taken in winter cannot be repeated in spring).
- VII. Committee Updates
- a. Assessment – No report.
 - b. Technology – Registration guardian sessions are set up, working to bring students to these sessions in the computer lab to demonstrate their registration experience.
 - c. Teacher Education – Troy Hinkel will have a new education guide out this month and it will be sent out through teams and emails. New advisory work session in late January early February for advisors, waiting to hear about EdTPA.
 - d. PDT – No report.

- e. Mentoring & Connections – No report.
- VIII. Student Representative Reports – No report.
- IX. Other Business? Committee to select award nominees and review applications – professionals that are no longer advisor roles will still be asked to serve on the committee. 8 members from most recent AAC award winners. May want to consider having student membership (will be included in the charge review).
- a. University College is changing its name. General vibe is that no one understands the term University College.
- X. Next meeting: 10:00 AM, October 21st

Submitted by:

Lana Cunningham

10-11-22