

AAC Agenda: February 11th, 2021

In attendance: Soemer Simmons, Brent Kane, Jazmyn Thomas, Sarah Roth, Amelia Noel-Elkins, Clint Smith, Lana Summers, Amy Hurd, Crystal Nourie, Emily Ullsmith, Wendi Whitman, Jess Ray, Derrek Drenckpohl

- I. Chair's remarks
 - a. Member Updates
 - i. Welcome back Derrek Drenckpohl, replacing Shanna McDaniels who stepped down from AAC.
 - ii. Welcome Emily Ullsmith, new student representative.
- II. Secretary/Treasurer Report
 - a. Approval of minutes
 - i. Approved by Clint, second by Brent, minutes unanimously approved.
 - b. Budget Requests FY21/22
 - i. We need an agreement on file for speaker services before they come on campus- that paperwork should go through Soemer with enough notice to be processed.
 - ii. PDT requested \$1100 for FY22, the same as FY21. Mentoring and Connections requested \$200, the same as FY21. Approval motioned by Brent, second by Lana, proposals unanimously approved.
- III. Old Business
 - a. Marginalized student populations – Update working group
 - i. No one from AAC reached out to Brent after the last meeting. People can still reach out to Jazmyn. Amelia will schedule a meeting- Brent, Jazmyn, Amelia, and Megan Taylor were part of this previously.
 - b. Advisor caseload concerns – Brent
 - i. Will remain under old business until this issue is no longer relevant.
- IV. New Business
 - a. AAC Attendance Expectation & Advising Technology Repository – Wendi
 - i. Historically, AAC PDT, Education, and Technology put a lot of time and effort into sessions and then our attendance is not indicative of everyone who should be involved in the training. Should AAC consider setting some sort of expectation for attendance/engagement? There is a common complaint that it is the same advisors who attend every time, and there are a significant number of advisors who need the information who don't attend, and this causes negative repercussions.
 - ii. Academic Affairs staff success committee looking at this- employees are expressing concerns that they aren't being encouraged to take the time to

pursue professional development opportunities. Also concern surrounding updated job descriptions and recent performance reviews. What is the supervisor's expectation and level of encouragement regarding training and development?

- iii. AAC is an advisory group, not an authority. AAC could make a recommendation to the Provost's Office that it be highly encouraged there be a requirement that everyone who does academic advisement participate in X number of trainings. How would trainings be defined? How would that information be tracked and maintained? Advisors could need a report similar to what CTLT offers. For some trainings, attendees received a letter with a copy to their supervisor noting their attendance.
- iv. There is concern/frustration surrounding people not attending PDT or Tech events and then making errors in Campus Solutions. We're asked to offer training because of this, but those who need it don't attend. It's repeated mistakes that are the problem.
- v. Can we remove CS access for advisors who are making mistakes in the system until they go to a training?
- vi. Can there be direct, one-on-one conversations with advisors or staff serving in an advising capacity regarding correct operations within CS? Go directly to individuals making mistakes and address the correct way to do the work so it doesn't cause problems/more work for others.
- vii. Idea for subcommittees to collect attendance and post on AAC website who attended. If an advisor or someone serving in an advising capacity says nobody told them the correct information, it can be pointed out they didn't attend X training and therefore missed the information.
- viii. Idea for required training for Campus Solutions similar to Cognos. Every advisor/advisor role then signs off that they did this training. Cognos requires new users to make a business case as to why they need the access- could consider something similar for CS
- ix. Staff success group working on improving training for new administrators to better manage/supervise staff and hold staff accountable to certain expectations.
- x. Registrar's staff needs to re-verify everyone's security access. Idea to have access to CS- staff has to do FERPA and a CS training first. This would also affect Grad School, grad coordinators, and faculty advisors.
- xi. Revisit at the next meeting.
- xii. Advising technology repository- Campus Solutions training documents that were built 3 years ago on the EMAS website. Can we add a new tab on the EMAS CS advisor training manual page for Achieve, previously known as Appointment Manager? Idea to keep that here so it doesn't get lost in email.

- xiii. Documents to go with trainings could all be uploaded here. Does AAC support adding content there, or would the Wiki be better? Information going out over the Wiki, chat, email, and EMAS website- do we have information in too many places?
 - xiv. Idea that tech related trainings and the training manual go on EMAS AAC website only as this provides open access to Grad School and faculty advisors. All official technology-related information could go here. Soemer updates the site.
 - xv. Wiki- easy to upload personal training materials and helpful documents. Internal knowledge should live in the Wiki. We can upload our own materials. For technology information, redirect on Wiki to EMAS AAC website.
 - xvi. PDT working to update their page on the EMAS AAC site.
- b. Customized Queries for Advisors – Amelia & Wendi
- i. Old request related to Shopping Cart and Planner no longer needed due to recent My Advisees Planners and My Advisees Shopping Cart features. Service indicators can now be found in the Student Success Dashboard.
 - ii. Second request- identify when a student moved from one advising group/place to another. Auto-advisor assignment has no notification if a student leaves your caseload or is added to it. It would be beneficial for D/S advisors to know when a student has been added. Could there be a new report that automatically runs every Monday? Can we do that without it being added to the queue for Technology Solutions? It may be a Cognos query. Amelia and Wendi will pursue this.
- c. Student Success Dashboard Schedule Rigor – Jazmyn
- i. Return to this at the next meeting.
- d. Preview Update – Brent
- i. Mostly virtual platform with a flipped classroom model. Comevo video with Gen Ed and graduation requirements. Then trivia/Kahoot with students. Individual advising will happen with students one at a time. 8-10 individual 30 minute appointments a day to discuss finishing and adjusting a schedule. Won't be held as much to a Day 1 and Day 2 model, however, don't want students to extend beyond a week. They could come to first day of Preview and then have a gap, however. All of this will happen virtually.
 - ii. Preview Part 2 would happen later in July- optional Preview party day on campus. Parents, families, guests can decide if they're comfortable signing up. Lunch provided, activities planned. Students can opt in or out based on comfort level. Frequency of those days, timing, details TBD.

- iii. Other universities/colleges in our region now planning a very similar model.
- iv. Recent Presidential Scholar and University Scholar interviews- some students couldn't wait to come to campus, some said they weren't sure they wanted to come yet. About a 50/50 split. Should have a better idea of vaccines in July- this new plan gives us more flexibility and more time.
- v. First year advisors will have more time one on one as opposed to giving time to group presentations. Presentation will be led by UC Leadership Team. First year advisors say they are excited to meet one on one with students.

V. Campus Solutions/Registration

a. Fall Schedule Options & Recommended Communication to Parents – Brent

- i. Getting questions from current students about fall course modality. We have individual responses, but should we have a consistent public message to reference and share? What's the approved communication as representatives of the University? Want to provide correct information. Then what's the plan internally so we don't run into the same concerns/issues we had last year?
- ii. We're going to have as much in person as possible, but there are things that could cause us to switch paths, like if vaccines aren't widely available, for instance.
- iii. Any class over 50 (49 students & 1 instructor) is going to have to go online since Illinois is in Phase 4. The chairs have received this information, but not yet a directive. Steering committee and fall planning committee now meeting. Going to have to come up with 2 plans- 1 is that vaccines are widespread and available and the other is if vaccines are only 50% available. We'll have to have different approaches.
- iv. Good news higher ed got moved to 1C. However, they opened up 1B to include comorbidities and that includes several conditions, which means a lot more people are now in 1B.
- v. Projection: April- 2 million doses a day. If that happens, we should be in good shape for the fall. But have to plan for that not being the case. Currently, we have enough people to give the shots, and not enough supply. With 2 million a day- we could have the opposite problem. Nursing students now ready to administer vaccines, but in May many leave campus. We can vaccinate about 300 people a day. Mass vaccinations are much more efficient than individual appointments.
- vi. Need more of the population to choose to get the vaccine when it's available. Hopefully more people will see the side effects aren't that bad. Johnson & Johnson vaccine may be out in the coming weeks. It doesn't have as high of an effectiveness rate, but could be a good option, particularly for the younger

population that doesn't typically suffer the same effects older people have from COVID. 1 shot is more convenient for young people.

- vii. It's likely we'll need COVID booster shots due to variants, and this could become like the yearly flu shot.
- viii. ISU cannot control the type of vaccine we receive. First and second dose have to be from the same company- 2nd dose is the same thing as the 1st.
- ix. For fall, we want to try to have as many in person classes as possible. The Provost has said he would like to eliminate as many asynchronous classes as possible. Far more people seem to dislike asynchronous classes than like them. We want to get people back on campus as much as possible.
- x. There are some students who are saying they want online courses. Some of those may choose not to come back to campus. Concerned about resources for fall. Can't offer the same class face-to-face and online. If students don't want to be here face to face and that's our only modality, student may need to explore other options.
- xi. What should the limit be for these classes in CS? We don't want to overenroll and then be forced to go online. Does it need to be a max of 49 on everything?
- xii. Can we start making course modality decisions/changes now so we don't overwhelm Crystal later?
- xiii. It's likely we'll be masked in classes for the first year. Physical distancing-unless we're required to do 6 feet, we don't know that we'll do that since it severely limits our classes. Will CDC come out with a 3 feet requirement? That would increase capacity by 75% to go from 6ft to 3ft.
- xiv. Right now, most fall courses listed as face to face. We wouldn't force traditionally online courses to be face to face, but we can't financially sustain a greatly increased number of online courses.
- xv. Advisors are speaking every day to students and their families and don't yet have an approved response. Students are saying they now need to sign a lease. Possible message: "While I hope that classes can be face-to-face in the fall, as a state institution we must abide by any guidelines that are currently in place. There is a lot that can happen between now and August so while we hope that guidelines allow for face-to-face, a decision hasn't been made yet." Amy Hurd will run this by Katy Killian. Anything we say publicly about COVID needs to go through Katy.

VI. Committee Updates

- a. Jazmyn will work with Soemer to update the website with committee chairs and members of subcommittees.
- b. Assessment

- i. Met and discussed all but one question from student survey. Will provide a report to AAC once it's available.
- c. Technology
 - i. Wendi covered updates in agenda items.
- d. Teacher Education
 - i. Student teachers need an override if they haven't passed content exam. Don't have to have it passed, but do need an override from Teacher Ed Center.
- e. PDT
 - i. Survey for Spring Advisor Day has gone out. Not a lot of responses to this point, please do that and encourage colleagues to do so.
- f. Mentoring & Connections
 - i. Coffee hour last week. Planning to partner with PDT on a March coffee hour that continues the burnous/motivation conversation from Spring Advisor Day.
- g. AAC Awards Selection
 - i. Nothing to report.

VII. Student Representative Report

- a. Nothing to report.

VIII. Other Business?

- a. Degree Audit- waiting until after spring semester and AAC is going to discuss as a group if the improvements to Degree Audit in CS are good enough, or if we need further changes. Advisors being able to make some changes themselves has been helpful recently.
- b. Multi-factor authentication and safe links email went out yesterday at 12:30 with a video. Check that technology email and share with colleagues. Possibility people will be locked out of their account April 30 (can this be moved to after the spring semester ends?).

- IX. Next meeting – February 25th During Provost Spring Retreat. Advisors will attend, but administrators will not necessarily be present. AAC will still meet.

Submitted by:

Sarah Roth

February 17, 2021