

## AAC Meeting Minutes: February 25<sup>th</sup>, 2021

In attendance: Brent Kane, Jazmyn Thomas, Sarah Roth, Clint Smith, Lana Summers, Crystal Nourie, Emily Ullsmith, Derrek Drenckpohl, Jess Ray

- I. Chair's remarks
- II. Secretary/Treasurer Report
  - a. Approval of minutes
    - i. Approved by Brent, second by Clint, minutes unanimously approved.
- III. Old Business
  - a. Decision on AAC Subcommittee Session Attendance – Wendi
    - i. Table this until the next meeting
  - b. Advisor Caseload Concerns - Brent
- IV. New Business
  - a. Student Success Dashboard Schedule Difficulty – Jazmyn
    - i. Schedule difficulty (low, medium, high) a new feature. How is that rating determined? Data comes from D/F/W report.
    - ii. What's the purpose of this tool? How are advisors expected to utilize this information?
    - iii. Jazmyn is going to consult with Amelia to see what additional information would be helpful for advisors, particularly when working with probation students.
    - iv. General discussion about Student Success Dashboard. Student Success Dashboard has interesting information, but advisors aren't sure how to utilize it in an efficient/effective way, particularly if they have large caseloads.
    - v. Discussion about a training/informational session on the Student Success Dashboard. PDT is considering offering an info session to discuss best practices.
  - b. Fall In-Person/Virtual Advising Options – Sarah
    - i. What are the expectations for fall academic advisement in terms of in person and virtual advisement options?
    - ii. Discussion about returning to campus offices, and continuing to advise over Zoom. AAC would like to encourage flexibility. Academic advisors are able to accomplish their job responsibilities through virtual advisement. Our specific roles are able to be accomplished virtually.

- iii. Advisors will need to talk to their supervisors about plans. Departments may want to start having these conversations now. Facilities would need plenty of time to go to offices, measure, make plans for dividers, order materials, and install them.
  - iv. Advisors may want to have a session for brainstorming in person/virtual/hybrid advisement options for fall specifically, as well as advisement moving forward.
    - 1. Would AAC host the session and then provide recommendations to Amy Hurd and the Provost's Office?
  - v. AP Council is working with HR on adjusting the work-at-home policy.
  - vi. Is there a possibility to offer Summer Advisor Day in early May to discuss more specifics regarding return to campus and the fall semester? Could also discuss the changes/consolidation of online advising resources like we discussed at the last meeting.
- c. Update Fall Large Lecture Listings in CourseFinder – Sarah
- i. Course Offerings will likely not be released March 1. Changing modality takes multiple steps for each class. The goal is to reduce the number of changes after it goes live. CourseFinder may be updated when registration begins, March 22, or it may be before then.
  - ii. Course enrollment management continues to be a concern. What is the best size for in person classes?
  - iii. Don't want to push registration dates back. Enrollment appointment dates are already in place in CS and Transfer Days have been planned.
  - iv. Summer classes that are in person are still scheduled to be in person in socially distanced classrooms.
- d. ChatBot – Clint
- i. Post on Advising Wiki about new software that reaches out to students to let them know it's time to make an advising appointment. Test group limited to new FTIC and transfer students. Beyond test group, will the goal be to send this out to all ISU students? Departments are strategic about when they reach out to their populations- want upperclassmen to get earlier appointments than sophomores who register later.
  - ii. Is it a tool that could be customized? Year 2 of the pilot phase.
  - iii. Has some ability to generate push messaging. Established a bank of standard questions from Registrar, Financial Aid, and Admissions to help students find information. Has ability to then connect student with a staff member if that doesn't answer their question. We could be thinking about

standard questions we get over and over again and if there's a link advisors could provide that answers that question.

- iv. Recommendation to speak directly to Patrick McNulty who posted the message and is working on this from an advising perspective.
- e. Sub-committee Training Sessions – Derrek
  - i. Could AAC subcommittees provide an update at an earlier Summer Advisor Day about their plans for Fall 2021-Spring 2022? Or should subcommittees host their own update/info sessions?
    - 1. AAC Ed will likely host their own session. Suggestion to record it so it can be shared.

## V. Campus Solutions/Registration

- a. Joint Summer/Fall Registration Dates – Brent
  - i. Historically, it made sense for summer and fall registration to be separate and occur in mid-February (summer) and then later in March (fall).
  - ii. Currently, it could be beneficial to combine summer and fall registration. Advisors often discuss the two simultaneously when meeting with students.
  - iii. Students now get confused about the various registration dates they see.
  - iv. Same amount of work for Registrar's Office if they are separate or together. CS can only show one date at a time, so summer and fall registration date would have to match. Summer would have to be pushed back to March because fall isn't ready any earlier than the current time frame.
  - v. For advisors with larger caseloads, pushing summer back would be helpful in terms of students being able to meet with an advisor before their registration date.
  - vi. However, it would mean freshmen wouldn't be able to register for a summer class until April. Many freshmen don't get a summer class because they're already full. If they have to wait until April to find out whether or not they get in, it could be too late to get into the course at a community college.
  - vii. Department advisors see the benefit of combining the dates as it simplifies the process, but acknowledge freshmen having to wait until mid-April is a drawback.
  - viii. AAC may want to revisit student hours/standing and registration dates.

## VI. Committee Updates

- a. Assessment
  - i. Has not met since last AAC meeting.

- b. Technology
    - i. Conversation about disseminating information to advising community. Interested in holding a session regarding where advisors can go to get the latest information/updates.
  - c. Teacher Education
    - i. Same conversation about disseminating information to advising community and holding a session about where advisors can go to get the most up-to-date information.
  - d. PDT
    - i. Has not met since last AAC meeting.
  - e. Mentoring & Connections
    - i. Partnering with PDT to host a coffee meeting Friday, March 5.
  - f. AAC Awards Selection
- VII. Student Representative Report
- a. Excited for more in person class options moving forward.
- VIII. Other Business?
- IX. Next meeting – March 11<sup>th</sup>

Submitted by:  
Sarah Roth  
March 4, 2021