

## AAC Meeting Minutes: September 16<sup>th</sup>, 2021

In attendance: Amy Hurd, Amelia Noel-Elkins, Mindy Kinney, Clint Smith, Derrek Drenckpohl, Emily Ullsmith, Jess Ray, Jazmyn Thomas, Lana Cunningham, Soemer Simmons, Crystal Nourie, Sarah Roth, Janet Tulley, Wendi Whitman

- I. Chair's remarks
  - a. Welcome back, Emily! Emily is one of our student representatives and an Academic Peer Advisor in University College.
- II. Secretary/Treasurer Report
  - a. Approval of minutes
    - i. Motion to approve by Clint, second by Mindy.
- III. Old Business
  - a. Work From Home Policy
    - i. Next semester it likely won't be a paper form.
- IV. New Business
  - a. CourseFinder – Sarah
    - i. Prerequisites seem to be better, which is great.
    - ii. Honors talked to Crystal this week about how Honors Sections aren't listed as Honors anymore. This is a known issue that the Honors indicator has dropped off. The Honors Courses search was also broken, but is going to be fixed soon. Updating the Honors indicator on each section will take a lot more time, however. Honors will communicate directly to students about how to check their website for Honors Sections.
    - iii. Also, major blocks don't appear, which can be problematic and confusing for students (BUS 100, KNR 181, FCS 102, HIS 135/136, BSC 196/197, for example).
    - iv. This is another known issue, along with displaying freshmen blocks.
    - v. Previously, data has indicated to the Registrar's Office that CourseFinder is visited frequently.
    - vi. How can we communicate any problems in CourseFinder to advisors and students so they're not caught off guard at registration?
    - vii. Jazmyn is going to send out a message to the advisor listserv recommending that we encourage students to use the Shopping Cart function and validate. This will identify blocks.
    - viii. As CourseFinder is worked on and improved, Crystal is considering replacing the hours and instructor line in Course Finder with block information.

- b. Course Prerequisite Terms – Janet and Amy
  - i. Consent of department and instructor consent are viewed as the same thing. Instructors aren't always listed at the time of registration.
  - ii. There is a difference between system vs. authority. A department may give an instructor the authority to give overrides, but they don't actually do the process in the system.
  - iii. The process (system and authority) varies from department to department. However, we would like to have consistent language in the Catalog.
  - iv. Discussed replacing "consent of the instructor" with "departmental approval (or permission) required."
  - v. This can be a problem for IDS courses. Course override request form submissions go to Soemer who handles them on a case-by-case basis.
  - vi. The question of an override can be an issue for Undeclared students trying to get into a major blocked course. Advisors also see it come up quite a bit for IDS classes, and 300 level courses for U Studies majors.
  - vii. Can we direct all students to the Course Override Request Form?
  - viii. Dani has worked on a document that outlines prerequisites. This guides what should be put into course proposals. "Consent of instructor" means department would have to zero max the course and issue overrides.
  - ix. Should class maxes be connected to the size of the classroom?
    - x. Broken seats/desks in classrooms are currently an issue. Anything broken should be reported to Facilities.
    - xi. New styles of desks take up more room in the classroom space.
  - xii. Ultimately, prerequisite terms will go back to the college curriculum committee and will go on the curriculum website.

## V. Campus Solutions/Registration

- a. U College advisors asked about registration breakdown and when freshmen register, November 1. This is the same day as CRCC and many UC advisors attend.
  - i. This timeframe feels very early, but it's just the way the calendar fell this year- it's the same number of weeks it has traditionally been.
  - ii. CRCC is usually held Thursday/Friday but now it's moved to Monday/Tuesday.
  - iii. Is it an option to move registration to November 3 after CRCC?
  - iv. The Registrar's Office would prefer it to remain consistent.
  - v. Advisors have some concern about confusing students now and/or in the future for their registration to start on a Wednesday instead of a Monday like it would every other semester.

- b. The October 11 Admissions Open House falls on the same day registration begins, which is difficult for department/school advisors. October 11 is a school holiday, which is why Admissions hosts an Open House that day.
- c. Working on adjusting Transfer Days and trying to move them back to Fridays.
- d. Block scheduling may help with classroom/event space in the future.
- e. Working with Student Accounts on adjusting the billing dates again.
- f. Summer classes- colleges have a base allocation that is in the process of being entered into the system. Now colleges are making requests for supplemental funding. Amy Hurd is working on approving this quickly, but not all summer classes will be up when registration opens in October. We will add some summer classes in October/November. It will be close to what we had last summer.
- g. Winter registration- will there be an email blast to advisors and/or students? Yes. Eliminated separate website. Winter Session course link goes up on Course Finder October 1.

## VI. Committee Updates

- a. Assessment
  - i. Has not met.
- b. Technology
  - i. Has not met.
- c. Teacher Education
  - i. Update session scheduled for September 22 at 1. Information has been sent out.
- d. PDT
  - i. Final details for Friday. Keynote is supposed to go until 1:40, not 12:40 as it's listed on the agenda.
  - ii. Soemer ordered Nothing Bundt cakes, individually wrapped.
  - iii. Want to show appreciation to PDT at the end of Fall Advisor Day. Amy Hurd will add that to her comments.
- e. Mentoring & Connections
  - i. Working on the Advisor Mentoring Program.
    - 1. Offered an advisor outside UC to new UC advisors and 9/10 said they would like an advisor mentor.
  - ii. Developing recommendations/guidelines for mentors and mentees.
  - iii. Hosting an October 1 coffee hour for new advisors, mentors, and committee members.
- f. AAC Awards
  - i. 2021 Award Cycle & Selection Committee
    - 1. Form is live now. Soemer is trying to track down the form as it has been moved.

2. The Call for Nominations will be October 4. Submission materials will be due November 29. The committee's final decision will be made December 12.
3. Is the selection committee staying the same? There's a core group that's been on it almost every year that includes representation from every college. We include previous award winners whenever possible. Typically it's around 7 people- an odd number is ideal.
4. Soemer sent out the invitation to be on the selection committee last year. A few people recused themselves last year because they knew they were going to write a letter of nomination.
5. No current award winners in the COB or NUR. Will Nicholas F represent COB in his new role? There is some precedent for this (Stacey M). Will Lana represent Nursing as an award winner?
6. Who submits the materials? The nominator or the nominee? It can depend on the advisor and supervisor.
7. The timing is challenging as it overlaps with registration.
8. Are we still getting enough applications? Last year, the selection committee felt there were enough.
9. Should the selection committee discuss the requirements and process?
10. Amy Hurd can announce at Fall Advisor Day that the Call for Nominations will go out October 4 so advisors can plan for this.

VII. Student Representative Report

- a. Clint looked for a student representative in FCS, and one is a grad student. Is that an option? AAC bylaws don't prohibit it.
- b. This grad student was an undergrad here. As we create more accelerated programs, more advisors could be working with grad students.

VIII. Other Business?

IX. Next meeting – September 30<sup>th</sup> @ 10 AM

Submitted by:  
Sarah Roth  
September 23, 2021