

## AAAC Meeting – March 19, 2009

Present: Jonathan Rosenthal, Amelia Noel-Elkins, Mark Vegter, Mindy Kinney, Tiffany Borne, Ted Mason, Janet Claus, John Walker

Absent: Jess Ray

### I) Chair's Report

Mark will be attending Region V conference in April to meet with their planning committee in anticipation of our upcoming hosting duties.

### II) Secretary/Treasurer Report

No change since last meeting. Balance sits at \$1208.14

Minutes from March 5<sup>th</sup> approved

### III) Transition Week Updates

\$250 per week for ad in Vidette (next to Sudoku) – price was wrong at last meeting. The ad will run prior to the Transition week. Flyers are being approved (working with Liz Larson) and will be put up late the week prior to the meeting.

Janet will coordinate with Ted for flyer distribution (one per residence hall floor and additional postings in classroom buildings). Flyer will be provided in PDF form to University College Advisors so they can distribute to their caseloads.

Transition website is almost complete, only missing two departmental meeting dates/times.

### IV) Committee Reports

#### A. Technology

No report

#### B. Assessment

Met on March 9<sup>th</sup>. Student focus group will be held to establish some baseline data. Method of student selection being discussed, working through deans/chairs to find students. Committee may add student member to their group to assist with this process.

#### C. Syllabi

Have started to look at how learning objectives “fit” within the four year timeline. Currently looking at syllabi used at other institutions for ideas as well as looking at how to incorporate the four year plan utilized by the Career Center.

#### D. Training/Development

Met March 18<sup>th</sup>. Discussed upcoming March 25<sup>th</sup> meeting and established agenda. Syllabus information will be handed off to Syllabi committee at that time.

Fall Advisor Day will be held in the Alumni Center. Request has gone out to ROTC to provide breakfast during their presentation. As noted above we hope to have Tom Grites as keynote speaker. Other topics – YearOne committee, services for veterans, common reading (started by HIS department last fall). Next meeting April 1<sup>st</sup>.

#### V) New Business

Undergraduate Catalog (Jon) – other state institutions have moved away from a printed catalog. It currently costs about \$50,000 to print. Is the book still needed or has the move to online information reached the point where it would suffice?

Course Finder – is there a possibility of adding functionality to show if a course has seats available? (courses show up on Course Finder but all sections are zero maxed). Mindy will send email to Jess/Jon.

Waitlist committee will be meeting Monday.