

AAC Minutes: 5/1/2014

IN ATTENDANCE: Nuusa Faamoe, Nancy Diller, Greg Diller, Elizabeth Chupp, Ryan Gray, Jess Ray, Jonathan Rosenthal, Amelia Noel-Elkins

I. **Approval of Minutes:** Nancy motioned to approve, Jonathan seconded. All voted in favor.

II. **Chair's Remarks:**

- a. *Preview Training Schedule:* We reviewed the tentative Preview Training Schedule. It was determined that there were a couple of departments that still need to be included (i.e., Psychology and Math).
- b. It was also noted that title of the Passages program has officially been changed to "Welcome Week." The "Passages" title will no longer appear on any materials affiliated with the program this year.

III. **Secretary/Treasurer Report:**

- a. *Presenter Incentive Award:* Liz will submit a receipt for the ILACADA conference registration to Angie Scott to receive reimbursement for this award.
- b. *Spending:* According to the most recent update, AAC has \$2,008 left in the FY14 budget. We discussed other items that will need to come out of AAC's FY14 budget, including the following:
 - i. Marketing Committee: Pens/giveaways to promote the new Advising Facebook and Twitter accounts at Festival ISU in the fall. They are requesting approximately \$200.
 - ii. PDT Committee: Lunch for Summer Advisor Day in May
 - iii. Preview: Advising mission statement half-sheets for Preview packets. Jon, Amelia and Greg followed up on this need. Update after meeting: Greg emailed the committee to inform us that the advising mission statement and syllabus will be included in the Reggie Guide for Preview this year; so, the half-sheets for Preview packets are no longer necessary.
 - iv. Herb Sanders Reception: Amelia followed up on this. We found out that Diane Skidmore's Herb Sanders reception will take place in the fall 2014 semester, so that will come out of the next FY budget. This also means that AAC will need to fund two Herb Sanders receptions in the next FY, so we will need to plan our budget accordingly.
- c. Liz will compile a list of all the budget requests and work with Angie Scott to facilitate the transfer of funds.
- d. Committee liaisons were asked to work with their respective committees on budget proposals for FY15.

IV. **Student representative reports:**

- a. Greg is working on recruiting a Peer Advisor from University College to serve on AAC for the upcoming academic year. Our new student representative will begin coming to meetings in the fall.
- b. We are going to ask the Student Government Association if they would be interested in having a student representative serve on AAC as well.

V. **Committee Updates:**

- a. *Assessment:*
 - i. Ryan and Sa shared the results of the advising survey. They received 239 respondents and the feedback was mostly positive. Below are some specific comments that were shared:
 1. Advisor availability for appointments (perhaps due to the implementation of Appointment Manager)
 2. Communication between advisors on campus didn't seem very good
 3. Some transitions from University College to departmental advisors were rough

4. Some comments about advisor perceptions (i.e., advisor didn't seem to care about student)
 - ii. The Assessment Committee is going to put together a summary of the results to send to all advisors.
 - iii. Some ideas that came out of this discussion included the following:
 1. Perhaps we need to have a session about "customer service" for advisors. This could be facilitated through PDT – maybe included in Fall Advisor Day.
 2. We may need to revisit the idea of Sophomore Transitions.
- b. *Technology*: No report – meeting was cancelled. They will not have any more meetings until fall.
- c. *Teacher Ed*: Jess shared some information regarding the upcoming Teacher Ed session. The session on May 5th is going to review the issue of tagging students appropriately in the People Soft system that are only seeking licensure. Currently, the system does not have a way of doing this effectively. They want to find a solution that will help out these students and assist advisors across campus to give these students accurate information.
- d. *PDT*:
 - i. We gave a recap of the upcoming Summer Advisor Day – Community College Collaboration.
 - ii. We also reviewed the current plans for Fall Advisor Day and the sessions we have in the works for fall.
- e. *Marketing*:
 - i. They are going to begin implementing an Advising Facebook and Twitter account. They have recruited students to help with daily updates. They would like to purchase some giveaways to help promote these accounts during Festival ISU in the fall.

VI. **Other Business:**

- a. Jonathan shared that he is working on an exit survey for graduating seniors. They are looking into conducting the survey through My Illinois State to pull in the demographic information of the students. They are hoping departments will facilitate this survey through any capstone courses they offer. We discussed perhaps offering an extra diploma, free transcripts, and/or a diploma frame as an incentive to complete the survey.
- b. The General Education Branding Team (made of up Marketing and Public Relations students) will be sharing their updates on Friday, May 2nd.
- c. Jonathan also shared that we have a lot of enrollment deposits that have come in for fall 2014. We're tentatively looking at a freshman class of approximately 3,400. Of course, it's still early and that number is subject to vary quite a bit.
- d. Jess discussed some potential concerns with pending June retirements and the need/struggle to find adjunct professors to fill crucial courses. Retired professors can come back after 60 days; but, if they retire in June, they won't be able to come back in time for the fall semester. We discussed the possibility of whether or not some classes will be cancelled and the timeframe when those decisions would be made.

Motion to adjourn – Nancy with a second from Ryan. All in favor.

Next meeting: 5/15/2014