

AAC Minutes: 7/7/2014

IN ATTENDANCE: Allison Anson, Elizabeth Chupp, Greg Diller, Ryan Gray, Kirk Hines, Amelia Noel-Elkins, Jonathan Rosenthal

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

II. **Chair's Remarks:**

- a. It was noted that Preview seemed to be going well for all parties. Jonathan mentioned that it seemed as though we were doing well with seats for the incoming freshman. He has done quite a bit of outreach to Schools/Departments to ensure the incoming freshman will have an adequate number of General Education classes for the fall semester. Based on enrollment numbers so far, ISU is anticipating a freshman class of approximately 3,580 students.

III. **Secretary/Treasurer Report:**

- a. AAC has been allocated \$3,000 for our FY15 budget from Troy Johnson. This is the same amount we have traditionally been allocated in the past.
- b. Liz requested that each committee liaison work with his/her respective committee to put together budget requests for FY15 if necessary.

IV. **Business Initiatives 2 year roadmap – Jon/Amelia:**

- a. The folks working on the Leap Forward project asked for a list of advising priorities for the new student information system. They are willing to accommodate requests and wanted some feedback from us about what we would like to see out of the new student information system. As a group we brainstormed a list of advising priorities. Our priorities included the following:
 - i. Waitlists for courses
 - ii. Shared online advising notes
 - iii. Business intelligence: what kind of data can we access? We would like to have similar querying capabilities that we currently have with QMF (i.e., query grades, contact info, enrollment information, graduation statistics, GPAs, accrued hours, etc.)
 - iv. Way to predict anticipated demands for courses with more accuracy
 - v. Email directly to students on caseload
 - vi. Interface with separate vendors (i.e., Appointment Manager and Grades First)
 - vii. User friendly degree audit system
 - viii. List course options for various requirements in registration (i.e., Gen Ed, B.S., etc.)
 - ix. Course “shopping cart” for student registration (this may be something students would like, but it doesn't necessarily impact advisement)
 - x. On/off functionality for features
 - xi. Need a way to integrate a variety of other programs into the system (i.e., gateway programs, Transfer Day Appointment System, Preview Registration, Project Success, Apply tool for internal applications and 75 hour rule). How can we build these in PeopleSoft? We also need to think about security updates and backing up information.
 - xii. Dual majors – PeopleSoft wants to give out two degrees as opposed to simply one bachelor's degree with two majors
- b. Ryan also sent out the list of Advising Pain Points that had previously been developed for further ideas.
- c. Jonathan will use our list of priorities in conjunction with the advising pain points document to convey our requests to the Leap Forward team.
- d. Other considerations: As we implement some of these advising features, we need to have conversations about how to utilize these features to make processes easier for students. Ideally, we want the new

system to help us streamline processes as much as possible; not make anything more burdensome for the students.

V. **Committee Updates:**

- a. *Assessment:* They are working on putting together summaries of the data from the advising survey, student survey, and department chair survey. Some interesting notes that were shared from the student survey include the following:
 - i. Most students rated advising at ISU as “very good” or “excellent.”
 - ii. The results from our survey indicated that we are above the national average for advising satisfaction among our students.
 - iii. One and 10 students cannot accurately identify their major.
 - iv. Results indicate that school/departmental advisors need to do a better job working with transfer students.
 - v. There is a perception that communication between advisors on campus is not very good.
 - vi. Overall, the results of the survey were very positive and the results were statistically significant.

- b. *Technology:* Kirk Hines attended the meeting to give us an update on the Leap Forward project.
 - i. He noted that the advising portion of the system is not getting much attention right now. Since the Admissions portion of the system is scheduled to go live in the fall, that piece is currently getting the most attention.
 - ii. He mentioned that some things are a little behind right now because they are still waiting on pieces of information. However, since most of the pieces are linked together, once the correct information is in place, it will cause a change reaction of updates in the system.
 - iii. Currently, the system is waiting for catalog plans to be built. The system must have a catalog plan built in order to continue building various pieces together. They decided to start with the 2008 catalog and move forward to the present. Rather than using an actual catalog, Kirk has been using the mainframe master plans to build each plan. So far, Kirk said he has approximately 500 plans left to build. The tentative target date to have the plans built is February 2015.
 - iv. Kirk mentioned that he wished they had time to talk with each individual department since there are inconsistencies between the catalogs and the master plans in the mainframe.
 - v. Amelia noted that our assigned contact in Administrative Technologies for the Leap Forward project is Carla Birckelbaw.

- c. *Teacher Ed:* As of their last meeting, they are planning to use the same session format as last year. They are planning to survey advisors for topics of interest.

- d. *PDT:* They are beginning to solidify an agenda for Fall Advisor Day with a wide variety of University updates, including Admissions, Dean of Students, Housing, Career Center, International Studies, and the Honors Program. Fall Advisor Day will be held on Sept. 3, 2014. It was noted that we would like to ask Maureen Smith from the Teacher Ed Committee to discuss the PARK exam at Fall Advisor Day and the implications it has for the future.
 - i. They are also in the process of arranging dates for the fall sessions. The topics for the fall sessions include Leap Forward updates, recruitment/retention of minority students, Presenter Incentive Award presentation, Transferology, common reading, and the Town Hall.

- ii. Finally, they are beginning to brainstorm ideas for spring sessions. One session idea that was brought up was doing an academic policy refresher course (perhaps turn it into some kind of game).

e. *Marketing*: No report

- VI. **Next Meeting – TBD.** Greg asked everyone to put all of their standing meetings for the fall semester on their calendars within the next few days. After that, Jonathan will ask Angie Scott to find a common meeting time for us and send out calendar invites for the fall.

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