

AAC Minutes: 9/19/2014

IN ATTENDANCE: Allison Anson, Elizabeth Chupp, Nancy Diller, Nuusa Faamoe, Ryan Gray, Jess Ray, Jonathan Rosenthal, Janet Tulley

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

II. Interim Chair's Remarks:

- a. *Printing of Advising Philosophy:* Debbie Brown needs copies of the advising philosophy handout for Transfer Day materials. Nancy will send the document to Jonathan who will forward it on to Pat Healy for printing. Debbie will need about 2,000 half sheet copies.
- b. *Herb Sanders Award Ceremony:* We mentioned that the Herb Sanders Award ceremony was coming up soon and we wanted to make sure everything was squared away. We thought the College of Business was planning the award ceremony. Jonathan will follow up with the COB to see if plans are in place and if they need anything.
- c. *Award Materials:* At our next meeting, we'll review the materials for the Herb Sanders, Outstanding New Undergraduate Advisor, and Advocate Awards. The call for award nominations will go out in November.

III. Secretary/Treasurer Report:

- a. *Balance:* Since Angie Scott is out on leave right now, we're unsure of the exact balance of the AAC budget; however, Jonathan assured us that we've never gone over budget in the past, so we should have enough funds to cover all of the requests we've received so far.
- b. *Fall Advisor Day Breakfast:* Liz will ask Stacey Meyer to send the bill for breakfast from Fall Advisor Day to Jonathan.
- c. *Marketing Committee Signs:* They have not yet submitted their request to order these signs.

IV. Amelia's items – reported by Jon and Allison:

- a. *Retention Idea for Transfer Students:* Amelia and Amy Roser proposed an idea that we should reach out to all transfer students who did not attend one of the Transfer Day Programs to ensure they know how to contact their academic advisor in their major (or in University College if they are undeclared).
 - i. We discussed the fact that some advisors may not use TDAS for their transfer appointments (even though they are supposed to as this triggers the student's registration to open). So, some students may appear as though they never met with an advisor, when they really did. We determined that perhaps a reminder needs to be sent to advisors to specifically remind them to put all transfer appointments in the TDAS system.
 - ii. We discussed who would be the best person for this message to come from. Some ideas we discussed included the Registrar, University College, and the departmental advisors. We ultimately decided it should come directly from the departmental advisors as it may carry more weight for students who are declared in a major and cause less confusion for them.
 - iii. As a matter of process, we discussed the idea that University College could create a template for the message and departmental advisors could customize it with their own information. Then, Jonathan will send a message out to all advisors requesting that they send this message out to the appropriate students.

V. **Student Representative Report:** No report.

VI. Committee Updates

- a. *Assessment*: No report.
- b. *Marketing*: No report.
- c. *PDT*:
 - i. PDT liked the suggestion of changing Fall Advisor “Day” to a “Retreat.” We’re going to try piloting this new naming scheme with Spring Advisor Retreat in January.
 - ii. PDT brainstormed several ideas to improve the evaluation forms for our events to get more meaningful feedback from advisors. Some ideas included changing the scale, adding more comments boxes, and putting the evaluation form online.
 - iii. PDT is beginning its plans for Spring Advisor Retreat. We’re tentatively planning on an afternoon format mostly consisting of roundtable discussions. So far, our roundtable topics include: recruitment and retention of minority students, cultural competency for advisors, parent interactions, and departmental recruitment strategies.
 - iv. It was suggested that we invite the community college advisors again and perhaps do a roundtable discussion with them too. Liz will take this idea back to PDT.
- d. *Teacher Ed*: No report.
- e. *Technology*:
 - i. *Leap Forward*: Jess will be contacting the Technology committee soon asking for assistance and volunteers for the project. They need two more FTEs and a third person to help with various tasks. Jess said they need people with specialized knowledge to help with the development of the system and fixing issues. Currently, Ryan Gray, Kirk Hines, Wendi Whitman, Theresa Sanchez, and the athletics advisors are serving in these roles.

VII. Next Meeting – October 3rd

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