

## AAC Minutes: 10/3/2014

**IN ATTENDANCE:** Allison Anson, Elizabeth Chupp, Nancy Diller, Nuusa Faamoe, Mike Minton, Amelia Noel-Elkins, Salina Olivo, Jess Ray, Jonathan Rosenthal, Janet Tulley

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

### II. Career Center – Mike Minton:

- a. Mike spoke with the group about a variety of services offered from the Career Center that advisors can share with their students.
  - i. He discussed a few programs that are in the works that will focus on career opportunities for students on an undefined track (i.e., English, Sociology, etc.).
  - ii. He discussed the Fall Career Fair and the Management Trainee Fair. He showed us how to find the list of employers attending the fairs, how students can register, etc. He encouraged us to share this information with students and faculty.
  - iii. He talked about the “What Are You Going To Do With That Major?” series that will target students in the College of Arts and Sciences.
  - iv. The Career Center also offers free business cards and resume printing for students. They also have drop-in hours for resume reviews.
- b. We recommended that Mike talk with the Office of Admissions to find a way to share this information with parents. Parents want to know if their student will find a job upon graduation and these resources would help them see what ISU is doing to help students find jobs.
- c. Sa also recommended that Mike present this information to LinC classes to get students utilizing the Career Center’s services early in their ISU careers.
- d. Mike will also post this information to the Advising Listserv to share with all advisors.

### III. Interim Chair’s Remarks

- a. *Review Herb Sanders Award Materials:*
  - i. Nancy updated all of the award documents and we approved the changes and criteria.
  - ii. AAC will send out the call for nominations in early November.
  - iii. At our next meeting, we will form the award review committees. The committees will be comprised of former award winners.
  - iv. There was a question as to whether or not there is supposed to be a monetary award associated with these awards. Some members remember that there was a possible foundation account that used to provide a monetary award. Jonathan will ask Angie Scott to investigate whether or not a foundation account exists for this purpose.
- b. *Marketing Committee’s charge:*
  - i. Nancy brought up some concerns from the Marketing Committee that they are unclear about their charge and purpose. We discussed the original purpose of the Marketing Committee was meant to raise awareness about advising on campus and how it is pertinent to students.
  - ii. After some discussion, we determined that the need to “market” advisement is not as strong as once thought and we decided to disband the marketing committee at this time. AAC wanted to thank everyone on the committee for their service and encourage members to continue involvement by serving on another available committee if desired. Nancy will send a message to the members of the Marketing Committee to share this decision.

IV. **Secretary/Treasurer Report:** No report. Liz will follow up with Angie Scott prior to our next meeting to find out the balance of the AAC budget.

**V. Leap Forward updates:**

- a. Amelia will discuss the Critical Success Factors of the advising module with the Leap Forward team.
- b. Jess has gathered some volunteers from the Education group and the University College athletics advisors to work on building plans for the advising module. The Leap Forward team needs more help; otherwise, they may need to start cutting plans from the advising module before it rolls out.
- c. Jess still needs to address the questions from Fall Advisor Day. He also wants to address questions regarding the timeline of the mainframe and summer/fall registration.
- d. There was some discussion about the “rumors” surrounding the release of the advising module. Some of these rumors included:
  - i. Course Decimalization: It’s true that course decimalization is going away. The decimalizations will be replaced with the letter “a” in the course number.
  - ii. Timeline: Advisors are concerned that the module still isn’t built and they are wondering how they will get trained on the system. The people that are involved in phase 1 are even more fearful about the release of phase 2 since the first phase hasn’t been as smooth as hoped.
- e. The AT folks are in the process of creating some test data to test the advising module. This should help alleviate the timeline concerns because we will be able to start some training with the test data.
- f. AT is also creating a list of reporting needs to add to the admissions module. This should help alleviate the concerns about reporting functionalities of the new system.

**VI. Committee Updates:**

- a. *Assessment:* No report.
- b. *Marketing:* No report.
- c. *PDT:*
  - i. The PDT committee is moving forward with their plans for Spring Advisor Retreat. They are going to focus on an afternoon format with a social hour to follow. Spring Advisor Retreat will be on Friday, January 16<sup>th</sup> from 1:30 – 3:30pm, with a social hour to follow from 3:30 – 4:15pm. The format of Spring Advisor Retreat will focus on roundtable discussions.
  - ii. We also discussed the Town Hall that will be held in the University Galleries in December. We discussed inviting the Business Analytic team from Leap Forward to address any questions that may arise from advisors. Liz will take this idea back to the PDT committee.
- d. *Teacher Ed:* They had a meeting recently to discuss updates and changes in licensure.
- e. *Technology:* See the Leap Forward update.

**VII. Next meeting October 17<sup>th</sup>**

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