

AAC Minutes: 10/31/2014

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

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

II. Chair's Remarks:

- a. *Send out call for nominations for Sanders, New Advisor and advocate awards:* The committee to select the award recipients has been chosen and an initial meeting was set up. Greg will send out the call for award nominations on Monday, Nov. 3rd.

III. **Secretary/Treasurer Report:** No changes in the budget since our last meeting.

IV. Leap Forward updates:

- a. Amelia reported that the Leap Forward team set up a user testing plan. The timing of the testing plan will be tight, but all advisors will have training on the new system before it goes live. Training will probably take place in late January.
 - i. Training won't take place on the "final" product as more testing will be on-going, but most features will be up and running for the training sessions.
 - ii. We noted that most advisors will prefer to have hands-on training. We'll have some hands-on training, as well as videos, screen shots, handouts, etc.
 - iii. We discussed that the trainers may need to consider the design of the training materials with the end user in mind to make them user friendly for multiple audiences.
 - iv. Advisors working on the Leap project will be helping out with the testing phase in December and January.
 - v. Ryan shared that all of the plans of study would be built in the new system by Friday, Oct. 31st.

V. Committee Updates:

- a. *Assessment:* No report.
- b. *PDT:*
 - i. Liz shared the agenda planned for the Town Hall meeting in December. The Town Hall will be fairly informal with updates from Schools/Departments and AAC sub-committee chairs.
 - ii. We discussed the plans for the Spring Advisor Retreat. PDT will be putting together descriptions of each roundtable so advisors can plan their time accordingly. PDT is in the process of securing facilitators for each roundtable discussion.
 - iii. PDT is currently making plans to start marketing the Presenter Incentive Award to advisors on campus. The committee has several avenues planned for marketing the award, including announcements at upcoming events, emails over the listserv, and a posting on My Illinois State.
- c. *Teacher Ed:* No report.
- d. *Technology:* No report.

VI. Other Business:

- a. *Changes in Evaluations:* Jess shared that there will be some staffing changes in Evaluations. Due to these staffing changes and the demands on the Evaluations staff with the Leap project, they are making some changes to the way they field questions from advisors on campus. Jess will be sending out an email to the advising listserv detailing these changes for advisors. These changes may impact the response time

for certain requests, but the Evaluators will get to each question/request as soon as possible. Jess will address any pushback from advisors on an individual basis.

- b. *Elections*: AAC elections will be coming up very soon. We'll be electing advisors to fill one departmental spot, one University College spot, and one Special Populations spot. Greg will send out the call for nominations next week and they will be due on Nov. 17th. Advisors can either self-nominate or nominate a colleague.

VII. Next meeting: November 14th – back in regular location, MLT 102C

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