

AAC Minutes: October 22, 2015

Present: Nancy Diller, Elizabeth Chupp, Greg Diller, Stacey Meyer, Jess Ray, Janet Tulley, Cassie Myroth, Amy Secretan, Amelia Noel-Elkins, Sarah Roth

- I. Approval of Minutes – Stacey approves, Greg seconds
- II. Chair's Remarks
 - a. Approve Award documents for distribution Liz updated documents with the AAC updates and will touch base with Angie Scott
 - b. Override Request Form: Discuss data from Wendi Whitman and how to address Schools/Departments who are not participating –
 - i. Business has the most requests. New process has vastly improved the process of requesting overrides. Need to clarify the intent of form (i.e. wanting to change to a closed section, not meeting listed prerequisites). After registration, form a work group to review the process and guidelines for instructing students how to use request form. Work group announcement to be made at the town hall
 - ii. Use as a waitlist: Some departments are using request form as a waitlist. Campus solutions has a waitlist option, but needs setting up, which is very challenging
 - iii. Registrar's reminder email sent out to remind students to clean out shopping cart – no feedback from students.
- III. Interim Secretary/Treasurer Report – no report
- IV. Committee Updates
 - a. Assessment - looking through data to compare populations (i.e. transfers, native students). No surprises in data review. Formal report to come soon
 - b. Technology - no report
 - c. Teacher Ed – Automatic gateway process update did not work. Looking into solutions
 - d. PDT
 - i. Town Hall Discussion: Registration history/timeline; plans for future: Open discussion about registration: Process improvement, calendar of events
- V. Student Representative Report
 - a. Banner on My Illinois State doesn't say Registration due to Homecoming voting, Registration and Office 365 change
 - b. Education majors: not a place to see clinical hours in system at this time. Might be available at the end of semester
- VI. Campus Solutions/Registration
 - a. Updates, Questions, Concerns
 - i. Have student workers assisting with transfer credit for graduating students. Preliminary audits ongoing. Looking at ways to improve speed of output. Mainframe access has been extended
 1. People who will be removed from mainframe access: Looking at last log-in time, former employees, those who do not need it for their role. First list will be sent to IT Friday, Oct 23rd.
 - ii. Testing grades for Reggie Net into Campus Solution system
 - iii. Data requests, Chris will start assisting with requests

VII. Other Business?

- a. Admissions office is anticipating a late surge of transfer students for spring. Trend is more common
- b. Degree audit – IAI requirements not accurate with transfer credit. Advisors looking to collect data on problem. Registrar identifies the issue

VIII. Next Meeting – Nov. 5th

Motion to adjourn by Greg Diller

Second by Stacey Meyer