

AAC: November 19, 2015

Present: Greg Diller, Nancy Diller, Jess Ray, Amy Secretan, Jon Rosenthal, Amelia Noel-Elkins, Stacey Meyer, Cassie Myroth, Shauna Hoffman, Janet Tulley, Elizabeth Chupp

- I. Approval of Minutes  
Motion to approve by Greg Diller  
Second by Nancy Diller
- II. Chair's remarks
  - a. Award eligibility: Should we allow graduate student nominations?
    - i. Outstanding New Undergraduate Advisor will be for professional staff only in future years. This year, any nominee who meets listed criteria will be allowed. Information about the award will be updated on EMAS website.
    - ii. Will consider creating an award for students who are in an advising capacity.
  - b. Two year plans of study (Greg)
    - i. Community colleges still use the two-year plans of study and many are outdated on our website. AAC will send an email asking advisors to update by 10th day.
- III. Interim secretary/treasurer report
  - a. No changes – current balance is \$1,802.75
- IV. Committee updates
  - a. Assessment - meeting in early December
  - b. Technology – discussed registration process and campus solutions at previous meeting on November 5<sup>th</sup>. Committee meets again on December 3<sup>rd</sup>.
  - c. Teacher education – Session at the Career Center on November 20<sup>th</sup>.
  - d. PDT
    - i. December 14th is Town Hall at University Galleries. Summer session will provide cookies, cider, snacks.
    - ii. Spring Advisor Retreat - Rather than breakout sessions, will focus on Registrar's Office and ask key representatives to discuss specific topics.
- V. Student representative report
  - a. Nothing significant to report.
- VI. Campus solutions/registration – AAC will send emails with information/videos
  - a. Assigning students to advisors. Some are overriding current row instead of adding a new row. We are losing history of academic advisor.
  - b. Some advisors are changing majors and minors incorrectly.
  - c. Order of advisors listed - should be major first, then special populations, and then minor.
  - d. Advising committee in Campus Solutions. Capability to assign students who are no longer here to the advising committee in order to remove from My Advisees list. This will be called "inactive" to include any students who are no longer here.
- VII. Other business?
  - a. Reorganization of Registrar Staff. Organization chart is available on website.

- b. AP exams - will now accept score of 3 as credit, but not sure equivalent. This information/table will be included in new catalog. Jon will send something out when everything is finalized.
- c. New requirements of AS degree from community colleges. Requires one less humanities/fine arts and one social and behavioral science.
- d. Summer registration begins on February 15th and Registrar's Office is working on a breakdown for students.
  - i. Summer admit transfer students still expected to attend TDP in April, May, or June.
- e. Grade release will be December 17th at 2:00 pm. Calendar has been updated.

VIII. Next meeting - December 3rd, 2015

Motion to adjourn by Greg Diller  
Second by Stacey Meyer