

## AAC: June 25, 2015

**Present: Amelia Noel-Elkins, Nancy Diller, Sarah Roth, Nick Virgl, Shauna Hoffman, Elizabeth Chupp, Greg Diller, Stacey Meyer**

- I. Approval of Minutes
  - Motion to approve by Greg Diller.
  - Second by Sarah Roth
- II. Chair's Remarks
  - Mainframe Data Transition: Discuss strategy and assign SMEs
    - Timeframe for decommissioning mainframe screens (specifically related to advising - DAUD, DPLN, DWAV).
      - Discussed SDPL, SDAR/SDFC, SDCR, SDDO. Amelia followed up with appropriate staff to check on status of these screens.
    - Liz's suggestion: assign 3-4 members to a SME team to test Campus Solutions to see what is working appropriately before we set a decommission date. Amelia added that keeping this team as small as possible will be important because information typically needs to be complete/shared immediately.
      - Decided on Liz for the department/school representative and will ask Ryan Gray and Kirk Hines to be part of this group.
    - Mainframe data will not be moved to a warehouse to be able to query until we are completely done interacting/updating mainframe.
  - Herb Sanders & New Advisor Awards: Discuss criteria revisions
    - Process for submitting admission materials should be more specific to ensure consistency among applicants.
    - Suggestion from Nancy to clarify expectations for both awards and correct the format on the website so they look similar.
    - Liz volunteered to work on updating text/language from website and will share with committee at July meeting.
    - Suggested revisions for Herb Sanders
      - Limit number of letters of support - no more than 6 letters
      - Letter from nominator/supervisor is separate from other letters of support
      - Bullet point requirements on the website to ensure clarity of expectations.
      - Limit number of total pages for portfolio to allow flexibility - 15 pages.
    - Suggested revisions for New Advisor
      - Limit number of support documents - no more than 6 letters
      - Limit number of total pages for portfolio to allow flexibility - 8 pages.
    - Fall Advisor Retreat
      - AAC can mention that we've restructured the awards and criteria and remind everyone about the Advising Advocate Award.
- III. Secretary/Treasurer Report
  - \$957.95 remaining in budget.
  - Remaining dollars will be donated to Presidential Scholarships.
- IV. LEAP
  - Queries
    - Difficult to capture needs of department/school advisors and keep in centralized location to be accessible by multiple/appropriate staff and faculty.

- Beginning 15 week process to gather query needs for campus. Julie Huber and Angela Engle are working to develop queries that are priority right now (i.e., "I can't do my job without this information.").
- Technically, the LEAP project is finished. Things that weren't complete by the end of April are being reprioritized right now.
- Brief discussion about assigning advisors. More information will be shared in the next week.

V. Student Representative Report

VI. Committee Updates

- Assessment
- Technology
- Teacher Ed
- PDT

VII. Other business?

VIII. Next meeting - July 16, 2015

- Motion to adjourn by Nancy Diller.
- Second by Elizabeth Chupp.