

AAC: July 16, 2015

Guests: Brian Aitken, Chris McCombs, Amy Secretan, Wendi Whitman

- I. Approval of Minutes
 - Motion to approve by Greg Diller
 - Second by Stacey Meyer

- II. Chair's Remarks
 - a. Assigning Advisors in CS: Discuss an official policy
 - Work in place to create a query of majors on campus so that advisors know who to assign to their department/schools.
 - Department and school advisors will be asked to assign their students to appropriate staff in their area.
 - A deadline/timeline will be determined and shared soon.
 - If staff doesn't have security to assign students, they will need to submit a ticket to Technology Support Staff.
 - When a student is assigned to an advisor, they will always be included in their list of advisees even if they leave the University, are dismissed, etc.
 - Special Populations advisors will be listed in addition to department/school advisor. Minor advisors will also be listed in addition to department/school advisor. Department/school advisor should be listed as the primary advisor.
 - b. Onboarding New Advisors: training Campus Solutions
 - Charge PDT subcommittee to begin collecting materials that various units are creating about Campus Solutions. Technology subcommittee could assist especially bringing in expertise of Ryan Gray and Kirk Hines. Also, invite Registrar staff (Amy Secretan, Bryan Hays, and Judy Curtis).
 - During Fall Advisor Day, plan to use the afternoon to have a structured session/workshops on Campus Solutions. After 10th day, could invite advisors to send a list of topics that they would be interested in discussing/learning about in Campus Solutions.
 - c. Herb Sanders & New Advisor Awards: Review revised criteria
 - Selection committee
 - One from each College with preference on past winners
 - One from University College
 - Chair of AAC
 - Special Populations advisor
 - d. Meeting times for the fall semester
 - Nancy will be interim secretary/treasurer while Shauna is out on maternity leave.
 - Thursdays at 9:00 am for the fall semester.

- III. Secretary/Treasurer Report
 - Planning on \$2,400 for FY16
 - Budget proposals
 - Assessment committee is planning on mailings for surveys, but will work on estimates and provide them as soon as possible.
 - Shauna will bring last year's budget to July 30th meeting to assist in planning the upcoming academic year.

- IV. LEAP

- Jess reports that we should have over 19,000 students registered at the end of day on July 17th
- Faculty/staff center is currently being tested. Planning multiple methods of training for faculty/staff.
- Transfer credit hours number is not accurate between two systems.
 - As of July 1st, transfer credit is being evaluated and input in Campus Solutions only.
 - Suggestion by Liz to create training session for fall semester on how to read transfer credit in Campus Solutions.
- Everyone who has been matriculated should have an email address.
- Plan to ask all advisors to validate program, plan, degree.
- AP scores are being processed right now.
- Diplomas will be mailed on time for August.
- Jon is working on a list of policy changes and will send a draft to AAC.
- Graduation petitions can be reviewed on case by case basis by Jess and his office if it's necessary to have a verbal approval immediately.

V. Student Representative Report

- Last AAC meeting for Nick Virgl. We will need to discuss a new student representative at our next meeting.

VI. Committee Updates

- a. Assessment
- b. Technology
- c. Teacher Ed
- d. PDT
 - Developed an informal mentor program for department/school advisors. PDT will pair a member of their team with the new advisor to assist as much as possible.

VII. Other business?

VIII. Next meeting - July 30th at 9:00 am

Motion to adjourn by Nancy Diller
 Second by Stacey Meyer.