AAC Agenda: September 10, 2015

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

I. Approval of Minutes – Approved by Stacey Meyer, second by Greg Diller

II. Chair's Remarks
   a. Campus Solutions update at Fall Advisor Retreat – what should the Registrar staff discuss? Amy and Jess shared a few items that have been requested. Jess will be sending an email update this week
      i. Degree Audit
      ii. Transfer credit (registrar prioritizing new students and December graduating)
      iii. Registration plans – remind advisors to review plans and sub plans
      iv. Schedule builder process for fall – share parameters with advisors
      v. Check prerequisites
   b. Jess mentioned advisor access to transcripts in Image Now, check with AT regarding permissions
   c. Graduation applications – using Formstack. Registrar will email a link to students with over 100 hours to apply for graduation. Cost increased to $35 for undergrad. Students who completed a paper application will not need to apply online
   d. AAC Committee update at Fall Advisor Retreat – what should Liz discuss?
      i. Discuss committee purpose
      ii. Award Criteria and updated website
      iii. Official training manual – bring final product fall advisor retreat 2016
      iv. Use both campus solutions and mainframe this semester to verify information

III. Interim Secretary/Treasurer Report - Liz will discuss budget requests from committees at next meeting

IV. Campus Solutions
   a. Updates, Questions, Concerns
      i. More time that is required for typical projects, i.e. registrar's office has been personally checking transcripts, degree audit, etc.
      ii. Teacher ed (TE) milestones - major changes do not automatically get uploaded for new TE majors and need to be individually added. Some non-teacher ed students display TE milestones. Can manually add or remove milestones if needed. Contact teacher education lobby center, Troy. Have Techer ed committee notify advisors
      iii. CAS foreign language milestones for NUR majors –Amy and Jess will look into
      iv. Academic Standing is now working. Will put probation students in seminar 1 into ReggieNet
      v. 75 hour and apply to major: does not work in Campus Solutions. Information is pulling from mainframe. Will need to review information in CS with students apply to new majors
      vi. Working on mid-term grades
      vii. Working on non-assigned students. Trying to query students and send to departments to update majors. Change request to automatically change advisors has been made
      viii. Bio-demographic – work in process. Students were contacted to make changes to information as needed
      ix. Cognos – data is not ready. Will be contacted when it is ready
      x. Next meeting discuss schedule builder. Liz will invite Brian Aitken and Bryan Hayes

V. Student Report – no report

VI. Committee Updates
    a. Assessment – no cost to send survey, working on data
    b. Technology – Jess will cover items in email he will send out to listserv
    c. Teacher Ed – email update sent by Mindy earlier this week
    d. PDT – food for fall advisor retreat will be covered (pizza, drinks, cookies), working on training materials

VII. Other Business - UCC will publish annual catalog

VIII. Next Meeting – Sept. 24th
Motion to adjourn by Greg Diller
Second by Stacey Meyer