

AAC: December 17, 2015

- I. Approval of Minutes - Motion to approve by Greg, second by Stacey
- II. Chair's Remarks
 - a. Welcome new members - Annie, Mindy, Kera
 - b. Elect new chair and secretary/treasurer
 - Shauna Hoffman will serve as chair
 - Kera Tackett will serve as secretary/treasurer
 - c. Meeting times for spring semester
 - First and third Thursdays every month beginning January 7th
 - d. Award selection process - feedback from Nancy & Sara
 - Shauna will send email to listserv with recipient information
 - Feedback from review committee
 - Considering creating an online system for submitting portfolios
 - Will create a rubric for committee to use in making decisions
 - Concerns about number of letters – some nominees included only student letters; others included only letters of support from colleagues. Need to review this number again with AAC.
 - e. Summer registration dates/breakdown - Amy
 - Lengthy discussion about summer breakdown.
 - Jess will work with Amy Secretan and Danielle Lindsey to spread out the current breakdown.
 - February 15th – Priority groups and graduate students
 - Seniors – February 16th – 19th
 - Juniors – February 22nd – 25th
 - Sophomores and Freshmen – February 29th
 - Will release everyone at 8:00 am for each group. Enrollment appointments will be assigned prior to February 1st.
 - f. Fall registration dates/breakdown - Amy
 - Will test the release at 8:00 am for each group/student status in summer and will plan a similar release for fall semester.
 - Jess and Amy will work on new document and send it out for review.
- III. Secretary/Treasurer Report
 - a. No changes – current balance is \$1,802.75
- IV. Committee Updates
 - a. Assessment – Assessment Findings 2015 emailed to AAC members to review and discuss.
 - b. Technology
 - c. Teacher Ed
 - d. PDT
- V. Student Representative Report
 - a. University College representatives will check with an Academic Peer Advisor.
- VI. Campus Solutions/Registration

- VII. Other business?
 - a. Shauna will begin contacting individuals to participate in the work group for the Override Request Form

VIII. Next meeting - TBD

Motion to adjourn by Greg; second by Stacey