

AAC Minutes: February 12, 2015

I. Approval of Minutes

- Motion to approve minutes by Nancy Diller.
- Seconded by Greg Diller.

II. Chair's Remarks

- a. Transfer Day folders: Advising half sheets
 - Bullet points from advising syllabus
 - Academic advising at ISU
 - 4,000 half sheets are printed (Transfer Day Program and Preview folders). Jon will take care of getting these printed.
- b. Herb Sanders Reception:
 - Reception for Brian Aitken will March 17th from 2-4 pm at University Galleries.
 - Wendi Whitman and Angie Scott are working on all details.
 - Invitations will be sent via campus mail and Liz will send an email to the listserv.
- c. Clarify committee liaisons
 - Janet Tulley is liaison to Assessment committee.
 - Nancy Diller, Shauna Hoffman, and Jess Ray are liaisons to Technology committee.
 - Sarah Roth is liaison to Education committee.
 - Elizabeth Chupp, Greg Diller, and Stacey Meyer are liaisons to Professional Development and Training.

III. Secretary/Treasurer Report

- Current budget is \$2,332.13. A few outstanding commitments for Herb Sanders Reception that will be deducted when we have exact amounts and receipts.

IV. LEAP

- a. Updates
 - Conversions seem to be going better as of late. Jon is more optimistic that we will be in better shape than originally anticipated.
 - Likely a delay in registration for fall semester.
 - Will there be additional trainings for any who missed out?
 - There will probably not be any additional formal training options.
 - Concern about degree audit and incorrect information in testing environment.
 - All information in testing environment was made up and built for the trainings.
 - Do we have a new "go live" date to replace originally announced February 9th?
 - Originally planned for everything to go live all at once, but we are now chipping away at individual components of the larger process.
 - There is a group that meets weekly to begin working on putting plans in place to triage questions and problems when we go live with Campus Solutions.

- Concern about transfer student grade point averages in new system.
 - Currently articulating coursework for fall transfer students in the mainframe as well as transfer student GPAs. Jon will confirm with Registrar staff and a message will be sent to listserv.
- There will be an issue with prerequisites for fall semester because summer registration will occur in mainframe and fall will be in Campus Solutions.
- b. College of Arts & Sciences SIS Trainings
 - Sally Parry plans to implement weekly drop-in sessions for CAS academic advisors. They will be held Friday afternoons at 2 pm in STV computer lab. Drop-in to learn from colleagues, ask questions, work through concerns and issues as we learn new system.
 - LEAP Articulation Guide - Training manual for advisors to articulate what we do in mainframe and how that is new in Campus Solutions.
 - Liz and Stacey suggested that we make this formal and focused each week. For example, week 1 could be focus on DAUD.
 - Liz will work with Sally Parry to create a schedule.
 - Will likely keep this to a small group to pilot because space could be an issue. Might invite a few advisors from other colleges.
 - Stacey's idea of changing our thinking about how to structure sessions. Instead of computer lab, we could possibly reserve a lecture room (possibly SFHB) to use LEAP Articulation Guide to show where things lived in mainframe and how it is done in Campus Solutions. Could reach a larger audience and address questions/concerns.
 - Sally's plan is to create training manual for advisors. Greg mentioned we could publish this on the WIKI instead of printing copies.
 - Information will be dispersed when plans are finalized.
- c. Communication Plan for students about upcoming changes.
 - Jess discussed that there is a committee currently formulating a plan. Jess Ray, Amelia Noel-Elkins, Katy Killian, and Stacy Ramsey are all part of committee.
 - Plan is to start sending information to students on March 3rd.

V. Committee Updates

- a. Assessment
 - Survey is live and went out with one week delay. Derek apologized and just wanted to be sure he pulled accurate data.
 - Survey will close on February 20th and committee will meet to discuss initial results.
- b. Technology
 - Met last week and reviewed LEAP training sessions. Discussed several FAQs and Jess passed those along to the larger group working on Campus Solutions.
- c. Teacher Ed
 - Session yesterday about Study Abroad went well.

- Greg discussed Teacher Education Transfer Advisory Board (TETAB). Group that meets to discuss teacher education requirements for transfer students. Currently working on website that will live on COE website with specific details. Jon mentioned it would be good to confirm with Admissions and Samantha Miranda.
- d. PDT
 - Working on Summer Advisor Retreat. Session will take place on June 15th from 9:00 am - 3:00 pm. There will be round table sessions in the morning and representatives from Heartland will present on OnCourse in the afternoon. The theme is “Advising is Teaching: Best Practices for Challenging Students.”
 - There is one common reading in the spring on April 15th at McAllister's.

VI. Other Business?

- Changes in Honors program; email sent to listserv yesterday. Questions can be sent to their office.

VII. Next Meeting - February 26, 2015

Motion to adjourn by Nancy Diller.

Seconded by Stacey Meyer.