

AAC Minutes: February 26, 2015

Present: Jess Ray, Sarah Roth, Nancy Diller, Janet Tulley, Amelia Noel-Elkins, Nick Virgl, Shauna Hoffman, Elizabeth Chupp, Greg Diller

- I. Approval of Minutes
 - Motion to approve by Nancy Diller.
 - Second by Sarah Roth.
- II. Chair's Remarks
 - Nothing to report this week.
- III. Secretary/Treasurer Report
 - Current budget is \$2,175.63.
 - Additional commitments for Herb Sanders invitations, program, and food expenses will be recorded when we have final receipts.
- IV. LEAP
 - Updates
 - Additional training sessions beginning March 4th - March 25th. Offering primarily Overview, Student Records, and Student Grades. Currently trying to reserve computer labs. Amelia's list includes 163 people who requested training. Details will be sent to them first and then we will open this up to broader list. Amelia will send this to the listserv and staff/faculty can distribute information to appropriate parties.
 - An online tutorial is being developed for how to process an override.
 - Approved information to be put into production for Preview scheduling database. Should meet the March 16th deadline that we usually publish to allow students to start scheduling.
 - Still working on the Transfer Day Appointment System (TDAS). Arturo and Adam are working on this and doing their best.
 - Many pieces of academic advising module will be released into production environment beginning on Monday. This doesn't mean advisors will have access, but things will start to be released.
 - Conversions are currently in progress.
 - Quite a bit happening in terms of contingency planning and communication plan to students and faculty/staff.
 - Email communication was as specific as possible.
 - March 2nd/3rd are the decision dates for registration.
 - The plan is to let students know about fall registration before leaving for spring break if possible.
 - Discussion about a call center and advising for anyone who has questions to triage phone calls. Will primarily be staffed by University College Academic Peer Advisors. Call center will be separate from staffed drop-in lab.
 - Committee is also working on list of FAQs.
 - Working on videos for students, staff, and faculty to help navigate the new system.
 - College of Arts & Sciences SIS Trainings - Update
 - Liz has talked with Sally Parry about our discussion from our last AAC meeting.

- Current plan is to discuss one mainframe screen at a time and look at how advisors will work in the new system. The goal is still to create some sort of training manual to distribute to the larger group.
 - How long will a document like this be valuable? When we start using Campus Solutions, we might not be comparing it to mainframe for very long. Creating this document could be time consuming if screen shots will be included. Brainstormed ideas on how to create a document that might have a longer shelf life.
- Discussion about interfaces with mainframe.
- Discussed other changes around campus and how communication is being sent to campus.

V. Committee Updates

- Assessment
 - Advising survey: 192 respondents (4%). Sent a request to IRB to extend the deadline for two weeks. The new deadline is March 4th.
- Technology
 - Next meeting is Thursday, March 5th.
- Teacher Ed
 - New chairs are Anna Wright and Megan Baxter.
 - Next session is March 4th 1-2:30 in DEG 551. Discussion about bilingual elementary education.
- PDT
 - Planning to send a survey to advisors to ask about interest in topics for summer advisor retreat.
 - Summer retreat is set for June 15th from 9:00 am - 3:00 pm in Alumni Center. Morning will be roundtables and afternoon will be focused on OnCourse from staff at Heartland Community College.
 - Common reading planned for April 15th.
 - Accepting applications for Presenter Incentive Award. The deadline is Monday, March 2nd.

VI. Other Business?

- AAC will invite Rita Bailey or Luis Canales to talk about the International Strategic Plan with this group to remind advisors of opportunities.
- Student Veteran Leadership Day in Springfield, IL was February 25th, 2105. Two students from Illinois State attended and represented campus well.
- Plan to reinstate the student report into AAC agenda. The purpose of this report is to provide a student's perspective on academic advising on campus and share any relevant information.
- New advisor in the School of Information Technology - Laurie Helms.

VII. Next meeting - March 12, 2015

- Motion to adjourn by Nancy Diller.
- Second by Greg Diller.