

## AAC Minutes: April 9, 2015

Present: Greg Diller, Nancy Diller, Stacey Meyer, Amelia Noel-Elkins, Jonathan Rosenthal, Jess Ray, Sarah Roth, Janet Tulley

Absent: Elizabeth Chupp, Shauna Hoffman, Nick Virgl

### I. Approval of Minutes

- Motion by Nancy Diller
- Second by Sarah Roth

### II. Chair's Remarks

- None

### III. Secretary/Treasurer Report

- \$1507.03 is current balance.
- Thanks to Jon Rosenthal and EMAS for lunch
- Funds remain for the Summer Advisor Retreat lunch

### IV. LEAP

- Updates
- Known issues
  - Prerequisites that require a grade may not read AP/transfer courses correctly.
  - Finding some prerequisites departments had listed in the Catalog that were not put in Campus Solutions, which can result in confusion.
  - No major/minor updates in Campus Solutions since January. May ask advisors to go in and update their own students as the best way of getting the most accurate information.
  - Oracle's time zone issue has not been resolved (*resolved 4/13*)
  - Judy Curtis and Amy Roser are working on the enrollment appointment times for readmitted students.
  - Some students who were admitted for fall and then moved to summer are not appearing properly in the new system. These students will come to Preview, so this is not a high priority fix at this time, but a known issue that will need to be resolved.
- TDAS has some problems with its query.
  - Some students advisors are meeting with tomorrow, but they're not in TDAS.
  - Bob Dennis is working on this. There may be a fix to that query this weekend so all students appear in TDAS correctly.
- Tickets that are not a high priority should wait until next week to take some pressure off of the volume of current tickets.
  - Known issue that advisor list may not be correct, but advisors can still look up everyone they need to see.

- Need to focus this week on issues that are preventing students from registering.
  - Kirk Hines is trying to gather all of the problems first then implement large-scale fixes.
- Discussion about regular updates going out on the advisor listserv. General consensus that this may be a lot of e-mails, but people want the information as soon as possible so they feel informed.
- Phone center and walk-in center are fully staffed with Academic Peer Advisors and University College staff.
  - While they do not need physical help, University College does request the support and patience of colleagues across campus as they are processing override request forms as quickly as possible.
- Going to a new system has shown how complicated our course prerequisites have become.
  - Several different types of issues are being dumped into one “prerequisite” category, but there are multiple types of blocks students are experiencing (e. g. immunization, financial, Financial Responsibility Agreement), closed course, major blocks and true prerequisite blocks.
- All advisors having access to see individual course prerequisites in Campus Solutions will come later.
- Discussion of in the future, rather than major blocking- will be able to save seats for a specific major/minor, reserve so many seats for that specific population.
- Discussion about faculty receiving communication about being able to log into Go and see class rosters. ReggieNet is still going through its interface process.
  - The information faculty are used to getting in ReggieNet will be available.
- Discussion about Honors sections blocked for the Honors group, or open sections available to those with a minimum 3.0 GPA as in the past. In the new system, Honors sections are blocked for Honors students only.
- Nested prerequisites create additional time in override process. Jess will send another reminder to the advisor listserv about best practices for prereqs/major blocks, etc.
- Schedule Builder form only for advisors.
  - It needs to be filled out when the student’s enrollment time has arrived and they cannot register for a course; advisors should not fill it out in advance.

#### **V. Student Representative Report**

- Financial Responsibility Agreement a common issue on Monday. Advisors communicated to their students about it to make sure they were aware of it.
  - The To-Do List in Campus Solutions will be even more important in the future.
- Enrollment times were also an issue.
- Students were patient when calling on the phone.
- Students reported it was confusing as to who they should contact for an override.

- Example: If a PSY major needs a PSY course, they need to go to their PSY advisor.
- If the student is under 24 credit hours or if it's not a major course, then any advisor should go through the Schedule Builder form
- If more upperclassmen trying to get into major classes knew they needed to talk to their department first, this would help alleviate call center traffic.
  - The overnight "in progress" fix in Campus Solutions should greatly decrease traffic.
- University College can work with their students on non-major blocked courses
  - Chris, Brian and Shauna are not overriding any prerequisites that the student does not meet. If there is any question, they hold off on those overrides.
- Advisors are asked to put information in the notes section at the bottom of the Schedule Builder form.

#### **VI. Committee Updates**

- Assessment
  - Will meet next at the end of April/beginning of May.
- Tech
  - Nothing to report.
- Teacher Ed
  - Endorsement Process/Questions Discussion.
  - Some general confusion regarding who to refer students to for each available endorsement and departments' advisement/override process for those seeking endorsements.
  - Question of whether a contact for each endorsement could be added to the comprehensive document Judith Webster sends out once a year and if this document could be posted publicly for all advisors (e.g. the Wiki).
    - Jonathan said he would contact Judith and Lynn Steffen about this possibility.
- PDT
  - Common reading is next Wednesday- changed the location to the Spotlight Room, 11:30-12 social lunch, then review article from 12-1pm.
  - Presenter Incentive Award- candidates were not accepted for ILACADA as the submission deadline had passed, so that money will not be used this year.

#### **VII. Other business?**

- a. Discussion about contacting Wendi Whitman if someone wants to be added to the advisor listserv.
- b. AAC will meet twice in the summer. Members are asked to come in 2 weeks with potential meeting dates/times for June and July.

#### **VIII. Next Meeting- April 23rd**

- Motion to adjourn by Stacey Meyer.
- Second by Nancy Diller.