

AAC Agenda: April 14th, 2016

In attendance: Shauna Hoffman, Jess Ray, Kera Tackett, Amy Secretan, Beau Ott, Mindy Kinney, Annie Radebaugh, Janet Tulley

- I. Approval of minutes – Motioned by Mindy, seconded by Annie
- II. Visor Center Updates – Pamm Ambrose and Bunmi Adanri – Writing assistance is available for any class at any level (except dissertation). Tutors look at flow of paper, spirit of the requirement. They don't proof read the papers. There are also drop-in hours at Milner. Academic coaching also available for any student (including grads). There is a retired teacher who serves as an academic coach and works with many non-trads. Pamm also reaches out to students who receive at-risk reports to let them know about services available to help them.
- III. Chair's remarks
 - a. Elect a new chair – Kera motioned for Mindy to become new interim chair (through December), seconded by Annie. Motion approved.
 - b. Fill the vacant seat with a University College representative – Shauna will approach the next highest vote recipient from the recent election to gauge interest in filling the rest of her term (through December). That person will be confirmed at the next meeting.
 - c. Appointment Manager – There are potentially updates that will be happening with AM. Possibility of a text message reminder to students.
- IV. Secretary/Treasurer Report - \$850 or so in the budget
 - a. PDT expense for summer retreat – Approved \$650.94
 - b. Approved approx. \$80 to treat Evaluations staff to Jimmy Johns sandwiches and DQ cake to express our thanks for all they do. Kera will work with Jess to establish a date.
- V. Campus Solutions/Registration
 - a. CS Training – Assigning advisors – CFA training is done and went well. Used the whole hour for training.
 - b. Jess – Mostly up to date on petitions for graduation for May except for major/minor.
 - c. Freshman registration – A financial block went on at 8:02am that caused some problems. Traffic has slowed down but e-mail is still pretty busy.
- VI. Committee Updates
 - a. Assessment – Survey is still open and students are still taking it.
 - b. Technology – No updates
 - c. Teacher Education – No updates
 - d. PDT – CTLT will provide 25 books for the August 9th Common Reading. No shows may be asked to make a donation to replace the cost of the book. June 13th is the date of the Summer Advisor Day – held in Legends Room in Redbird Arena.
- VII. Student Representative Report
- VIII. Other business?
- IX. Next meeting – April 28th

Motion to adjourn by Annie, seconded by Mindy.