

AAC Agenda: July 21st, 2016

In attendance: Jeff Graham, Cassie Myroth, Mindy Kinney, Sarah Roth, Megan Baxter, Annie Radebaugh, Amy Secretan, Janet Tulley, Kera Tackett, Stacey Meyer

- I. Approval of minutes – Motioned to approve by Jeff, seconded by Annie
- II. Chair’s remark
  - a. Welcome new member – Megan Baxter – filling the rest of Annie Radebaugh’s term
- III. Secretary/Treasurer Report – See final FY16 budget and expenses below. Kera will touch base with Jon to see what the FY17 budget will be.

<b>AAC Budget for FY16</b>	<b>Commitment</b>	<b>Expense</b>	<b>Balance</b>
Beginning Balance			\$2,000.00
ACC Meeting items for 9/21/15 meeting		-\$197.25	\$1,802.75
Twin City Awards Advising Award Plaques		-\$275.00	\$1,527.75
Herb Sanders Printing/Catering	-\$675.00	-\$898.65	\$629.10
AAC Summer Retreat	-\$650.94	-\$525.00	\$104.10
Lunch for Eval Staff	-\$80.00	-90.25	\$13.85

- IV. Campus Solutions/Registration
  - a. Spring 2017 Advance Registration Dates (continued) – Enrollment Appointment box shows the Winter Session registration date. Students need to click on “Details” to see their Spring enrollment appointment. There needs to be an e-mail campaign to explain how to find enrollment appointments. Dani Lindsey has a campaign planned. Other option is to display Spring 2017 start date only. AAC feels this is a better option to display the Spring enrollment appointment, and students can find Winter enrollment appointment by clicking on “Details.”
  - b. Discussion on starting registration a week later on October 17<sup>th</sup> – Jess checked with Academic Senate, and registration dates are under the control of AAC. We don’t need Senate approval. UC and D/S representatives are in agreement on pushing back registration a week.
  - c. Adding information to Advising Center/Advisor Role – Graduation date and anticipated major will be added to this role.
- V. Awards Criteria/Rubric (continued) – Suggestions made at the last meeting have been included in the awards criteria. There is now an online form for those applying for awards, which includes the ability to upload required documents. A physical binder will no longer be needed for submission. Members of the committee can review the information from anywhere instead

of having to go to Hovey to review. More than one person can review at a time as well. We will announce these changes at Fall Advisor Day. Call for submission will go out in September, a reminder will be sent out in October, and submissions will close in November. See attached documents.

VI. New Business

- a. 4 yr plans/2 year plans/checkpoint charts home – Jon and Amelia added to agenda – Save for next meeting until Jon/Amelia can discuss in more detail. Mindy sent out a reminder about Checkpoint charts, and they are slowly trickling in. There are some majors with no checkpoint charts online.

VII. Committee Updates

- a. Assessment
  - i. Qualitative Data Report – See attached. It seems as though there needs to be an AAC initiative to better train new advisors on campus. Let's discuss this further at the next meeting.
- b. Technology
- c. Teacher Education
- d. PDT

VIII. Student Representative Report

IX. Other business?

X. Next meeting – August 25th

Motion to adjourn by Annie, seconded by Stacey.