AAC Agenda: December 1, 2016

In attendance:  Sarah Roth, Cassie Myroth, Mindy Kinney, Greg Diller, Megan Baxter, Amy Secretan, Jess Ray, Janet Tulley, Amelia Noël-Elkins, Kera Tackett, Jonathan Rosenthal, Stacey Meyers

I.  Approval of minutes – Motion to approve by Greg, seconded by Megan.  Approved as written.
II.  Chair's remarks
   a.  Our new members have been selected and will be invited to the December 15th meeting.  The new chair will be selected at that same meeting as well.  New AAC members include Allison Anson – Special Populations Representative; Brent Kane – Department/School Representative; and Wendi Whitman – University College Representative.  Continuing members of AAC (term 2016-2017) include Megan Baxter – Department/School Representative; Mindy Kinney – Department/School Representative; and Kera Tackett – University College Representative.  We will send out a call for committee assignments after the next meeting.
   b.  Arturo Ramirez and Ryan Christie will come to talk to us about the homepage at the next meeting.
III.  Secretary/Treasurer Report – No report.
IV.  Old Business - 2/4 year plans (templates)
   a.   We have new formats that are "not wonky."  We still need a two year and four template in both formats (year by year and semester by semester).  There was no COE template.  Megan used a sample template that Amy had fixed the formatting on (four year, year-by-year).  Before they get sent out, Mindy will work with Amy and Amelia to get all sample templates correct and ready to go.  Janet volunteered to make sure the templates work before sending them out.  Mindy suggested a meeting with Amy, Amelia, Megan, Janet, and Dani Lindsey to make sure the templates include necessary information.
   b.  These versions did not have checklists like the IU examples.  It has a gen ed listing and needs to have all additional courses added as well.
   c.  We need to find a way to designate general education exemptions for GE14.
   d.  For education majors, Janet is interested in including Gateway requirements on these templates.  If we're using these as checklists in advising appointments, this information is important for students to know.  It speaks to the purpose of these documents, and it's difficult to serve both populations (inward and outward).  Philosophically, what is the purpose?  Should Gateways be spelled out or should we just put a link on these forms?  Education majors could have an extra page for Gateway requirements.  Will this be intimidating to incoming students?  Could be but might be good for them to see up front.  A hyperlink in the education plans could be a good compromise.
   e.  Checkpoint Charts have a disclaimer that these documents are not a substitute for academic advising and are catalog specific.  These new templates should include the same disclaimer.

f. The "Notes" section can be used to include additional information, like courses may require prerequisites; majors or sequences that require summer courses; not all majors are two year majors, etc. In order to make community colleges happy, we could make a note encouraging students to reverse transfer. We can call the two year plans transfer plans instead of two year.

g. Timeline may need to change – the final deadline (Preview) cannot change, but the dates in between can be more flexible. Timeline can be revised after meeting with Dani. Also need to keep maintenance timeline in mind.

h. Jess' Summary - Add disclaimers about advisement catalog, transfer plan, reverse transfer language, summer, Gateway checklist, standard exemption category for GE14.

V. New Business – Did everyone get the e-mail about the ALEKS meeting with Rich? Yes. Amelia – please send Outlook invitations as that helps increase attendance. Katie Pratt will take extensive notes for those who cannot be there. For those who have tested it, it's very intuitive to use. Compass no longer exists nationally after November 30th. Do our community college partners know we are now using ALEKS? Communication will happen with incoming students to clarify the appropriate math placement options.

VI. Campus Solutions/Registration –

a. Were there issues after the CS upgrade? Yes – buttons missing, Favorites renamed, and iPeople interface issues. If you have the newest IE browser, it will eliminate most of these issues, and Chrome seems to be ok, too.

b. Registration closes on December 16th. Do all advisors have V05 block access? No, only UC advisors. Can we put a New Transfer Student block back onto a student's account? Advisors should be able to put a V07 block back on. Amy will see if instructions exist; if not, she will create them and send them out. Advisors might get access to see class rosters with grades.

VII. Committee Updates

a. Assessment – Met, talked, will meet again! ☺ Derek is working on a list of students.

b. Technology – Meets next week. Will discuss different Notes demos at next meeting. There are pros and cons to all of them.

c. Teacher Education – Next session on December 12th.

d. PDT – Common Reading last week. Next session is Town Hall on December 15th.

e. Advisor Onboarding – Wendi is interested in being on the committee and will be AAC liaison.

VIII. Student Representative Report – Still working on peer advisor schedule to get a replacement for spring. This is Cassie's last meeting.

IX. Other business?

a. Old Business (Jess) – Course Finder - Spoke to Web Support:
   i. Global Studies has been fixed to read as AMALI.
   ii. Prerequisites come from course description pulled from CS.
   iii. Decimal versus A – We've started to migrate away from the decimal. Should be able to get away from all decimals by February.

          iv.  CT/NC – same issue as prerequisites.  Need to do some cleaning up in the catalog.

          v.  If advisors think there is an issue with Course Finder data, let us know.  Go to https://my.illinoisstate.edu/webrequest to submit Course Finder issues.

          vi.  Assessment shows it is used pretty heavily.

    b.  Spring Advisor day is scheduled for January 27th with a focus on career advising.  No specific outline for the day yet.

X.    Next meeting – Dec. 15th