

AAC Agenda: March 3rd, 2016

In attendance: Shauna Hoffman, Mindy Kinney, Amelia Noel-Elkins, Kera Tackett, Amy Secretan, Janet Tulley, Annie Radebaugh, Sarah Roth, Jess Ray, Stacey Meyer, Jonathan Rosenthal, Beau Ott

- I. Approval of minutes – Motion to approve by Kera, seconded by Mindy
- II. Chair's remarks
 - a. Danielle Lindsey – chair of awards selection committee – standing chair
 - b. Subcommittee meeting minutes, quick follow-up - There are few hits on the minutes on the AAC website, so subcommittees have not been posting minutes. There is agreement to pull old minutes from the website. Posting minutes – Formstack available to request tasks that were previously handled by Alex.
 - c. FLSA – Fair Labor Standards Act- Changes in this act may change the way in which employees get paid. For example, a salaried employee may be changed to an hourly employee in order to pay that employee overtime. This change would not cause an employee to lose money.
- III. Secretary/Treasurer Report - \$852.75
- IV. Campus Solutions/Registration
 - a. Discussion about 8:00 am enrollment appointment time – Prioritization by hours didn't work in the last two registration cycles. Not feasible to divide up each class by hours. Will the 8:00 am enrollment time affect class attendance? Do faculty understand that students may be skipping class on days they are released to register? There have been issues with students registering in a timely fashion anyway, so this does not appear to be a major concern. Gather feedback after this registration cycle to see if there were issues with 8:00 am appointment times.
 - b. Assigning advisors in CS – special populations advisors are still being replaced. Specific outreach is likely needed to help advisors know how to do it correctly. Perhaps there could be small group trainings college by college. Who would do the trainings? Possibly AAC or Technology subcommittee members.
 - c. Minor advisor category – Add this as a new category. Could we change Department Advisor to Major Advisor and have Minor Advisor as a new category? Amy says this is an option. Delete the generic "Advisor" category – but do so after advisors have updated their students under another advising category.
 - d. Cognos reports/queries – prioritize mainframe transactions – Amelia is compiling a list of screens. Needs info by Monday, March 14th at the latest.
 - e. ASL and mainframe availability – American Sign Language is acceptable to complete the CAS FL requirement as long as it is a credit earning course (for example, the ASL courses at Heartland are community education and not credit bearing courses, and thus do not fulfill the requirement). Mainframe will not available after April 15th.

V. Committee Updates

- a. Assessment – Transition from Select Survey to Formstack – some students had difficulty accessing Select Survey, so the survey has been sent out again through Formstack. The survey is still currently open.
- b. Technology
 - i. Note-taking software and discussion – The campus has not agreed to the specific agreement usage for the software, so advisors should not be storing non-directory information there (Google Docs, for example). Does this apply to the CS notes function? No, but this function is not currently being utilized. There needs to be agreement on how to use the notes function before it is utilized campus-wide. PRPA and Registrar and going back to the “old way” of fulfilling information requests for historical vs. current data.
- c. Teacher Education – Education session went well and was well attended.
- d. PDT – Presenter Incentive Award has no applicants again. Should we reach out to the Outstanding New Undergraduate Advisor Award recipient to encourage that person to apply? Should we open this up to all advisors instead of first-time presenters? Priority could still be given to first-time presenters, ILACADA, etc. Deadline to apply will be extended.

VI. Student Representative Report

VII. Other business? Amelia will give updates about the new “Apply To” website at the next meeting.

VIII. Next meeting – March 17th

Motion to adjourn by Annie, seconded by Mindy