

AAC Agenda: March 17th, 2016

In attendance: Stacey Meyer, Annie Radebaugh, Shauna Hoffman, Mindy Kinney, Amy Secretan, Amelia Noël-Elkins, Kera Tackett, Jess Ray, Jon Rosenthal, Beau Ott

- I. Approval of minutes – Motion to approve by Jon, second by Annie
- II. Chair's remarks
 - a. Update on planning for CS training – Shauna and Amy met to discuss training for how to assign advisors in CS. Combine COE, COB, and MCN advisors in to one training. CFA, CAS, CAST and UC will have separate trainings. Looking at April 29th as a tentative date, but there is a PDT session that day. Department/school advisors will likely have seen most students after the week of April 4th, so we could look into different days. The training topics will cover categories available, review of sequencing of numbers, and sample scenarios. Training will likely take place in a computer lab, and we will ask attendees to bring sample students (so they can put the training into practice). Amy will run the training for each group.
 - b. Update on the new Apply To site – Amelia – The site is changing for the better, and it will be launching right after post-grade review in May. All data will migrate over from the old site. It will visually look a little different. The best new feature is the rich text editor feature, so text can be modified (bold, highlight, etc.). 75 hour appeals also live in this site. Right now, generic notifications go out to site administrators to track updates to applications. With the new site, more specific notifications will go out when an application is changed by a department/school. Will there be a period when applications are down when we transition to the new site? It **should** just switch to the new one.
- III. Secretary/Treasurer Report – Approximately \$852.75. This number may change slightly once the final charges are received for the Herb Sanders reception.
- IV. Campus Solutions/Registration
 - a. Student access to grades – Amy – It didn't work last semester when we tried to change security roles so students could not yet see grades. There is a box that can be "unchecked" that would basically remove the "Academics" tab from student view until grades are ready to be released. This tab would be turned off the night grades are due, and it will remain off until grades are officially released. Registration for fall closes April 29th and May 9th for summer, so it won't affect registration. At most, it would be down for two days. The issue is not so much the students seeing grades as it is the impact those grades have on other things (repeats, New Start, probation and dismissal, for example). Students will be notified that the Academics piece will be unavailable for a short time.
- V. Committee Updates
 - a. Assessment – No report.
 - b. Technology – Committee has not met since the last AAC meeting. An e-mail went out to the listserv about acceptable places to store advising notes.

- c. Teacher Education – Discussed setting up meetings for the summer. Committee is happy with last session.
 - d. PDT – Committee liked ideas for updating the criteria for the Presenter Incentive Award. Could we open this up to graduate students as well (those in advising roles)? Consensus is to keep the award for professional staff. PDT is busy planning for summer. Summer Advisor day will be June 13th. The focus is on Wellness, and they have reserved the Legends Room and the football field for the sessions and activities. They are also narrowing down a summer reading book. The next PDT session will be April 29th from 11am – 1pm with the topic of helping students understand general education and how to choose courses.
 - e. Discussion on ILACADA submissions – ILACADA submissions are down, so there was discussion on ways to boost submissions. Suggestions include waiving the registration fee for presenters who will only be there for their presentation slot and round table discussions based on either advising roles or advising topics.
- VI. Student Representative Report – There has been concern from first-year students about the April 11th at 8:00 am registration time. Students are asking if they should skip class, and the University College academic peer advisors are preparing for an increase in phone calls and drop-ins that day. Was there an e-mail sent out about registration dates and times? Per Amy, yes, it was sent from Registrar’s office. Could we resend it the Friday before registration begins? Not sure if the person who sends it out will be available. Could instructions be sent to advisors, and advisors send it out to advisees? That would be possible.
- VII. Other business?
- a. Transfer Day, March 18th – V07 blocks were added in mass. Evaluations still has pending transcripts that need to be reviewed and added to CS, but hope to get through it by Friday. Annie is wondering if the TR “grade” will fulfill the C or better requirement for pre-req purposes. Jess will check with Theresa to make sure.
 - b. Amy went to a conference on CS and thinks it would be ideal for an advisor to attend in the future. She went to a session on Advising Notes – they are not locked down, so anyone with CS access can see them. Another session was on batch assigning advisors – it can be done, but it only updates the first row. She also went to a session about a bolt on for University withdrawals – It would provide a drop down in the student’s account to initiate a withdrawal that includes an option to attach documents. Once the withdrawal is approved, it automatically updates CS and the student.
- VIII. Next meeting – March 31st

Motion to adjourn by Mindy, second by Shauna.