

## AAC Agenda: April 28<sup>th</sup>, 2016

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

- I. Approval of minutes – Approved by committee
- II. Chair's remarks
  - a. New Member – Welcome to Jeff Graham! He will replace Shauna Hoffman as the University College representative for the remainder of Shauna's term.
- III. Secretary/Treasurer Report – After anticipated expenses for Herb Sanders reception (\$675), Summer Advisor Day (\$650), and Evaluations staff thank you lunch (\$90), AAC will have a remaining budget of approximately \$110.
- IV. Campus Solutions/Registration
  - a. Assigning Advisors CS Training – Follow up items – Shauna attended all trainings and noted follow-up topics that came up in each. Common questions were related to:
    - i. Minor advisor - For example, BUA minors do not have one specific assigned advisor. Also, there are majors that do not have one specific advisor assigned. How should these situations be handled?
    - ii. Program Plan Changes - Issues with changing advisors are related to change of program/plan.
    - iii. Hand-off from University College to Department/School Advisors – There needs to be a more formal process of how this hand-off is to happen. June 1<sup>st</sup> – UC and Honors will send files to departments/schools. Amy will work with data team to send a list of declared majors to D/S advisors in June.
  - b. What is the process for transitioning students to departments?
    - i. TCH has transition meetings for rising sophomores. AAC implemented transition meetings several years ago, but they were not well attended by students.
    - ii. UC advisors are expected to e-mail freshmen in May to let them know they will now be working with D/S advisors. D/S advisors will be encouraged to reach out to these students via e-mail as well.
  - c. Minor/Inactive/PPD Change Training – When should we do training on PPD Changes/assigning advisors? Can we add this in to Fall Advisor Day (Sept 9<sup>th</sup>)? PDT will discuss this as an option. Minor/Inactive – discuss at next meeting
- V. New Business – Mindy has gotten several e-mails as the new chair:
  - a. When will 2016-2017 catalog/sample plans will be available? No definitive date right now. Two-year transfer plans are being reviewed but have not yet been uploaded to the Majors website.
  - b. Registration closing dates – Is registration closing? Registration for fall closes at the end of the day on April 29<sup>th</sup>. Summer is open until May 9<sup>th</sup>. Amy is sending an e-mail out today.

- c. How is enrollment looking for Fall 2016? Approximately 13,748 students are registered for Fall. Amelia is working on getting a list of students who are not enrolled. There is an issue with getting lists to the right people due to multiple advisors, etc. EDF's are due by May 1<sup>st</sup>. Deadline will be extended as needed. Transfers will continue to be admitted without a set closing date.
- VI. Committee Updates
  - a. Assessment – Survey is closed.
  - b. Technology – Not meeting this week. Survey went out about advising notes.
  - c. Teacher Education – Had a session about implementing Gateway 1. Well attended and session went well.
  - d. PDT – Business as usual. Common reading on April 29<sup>th</sup>.
- VII. Student Representative Report – Not widely known that registration closes on April 29<sup>th</sup>. This is Beau's last meeting, and he will be back for Spring 2017. Cassie Myroth will sit in for Beau for Fall 2016.
- VIII. Other business?
- IX. Next meeting – May 12<sup>th</sup>

Motion to adjourn by Annie, second by Stacey.