

## AAC Agenda: August 25, 2016

In attendance: Jess Ray, Jonathan Rosenthal, Janet Tulley, Cassie Myroth, Mindy Kinney, Megan Baxter, Sarah Roth, Amy Secretan, Stacey Meyer, Kera Tackett

- I. Approval of minutes – Motion to approve by Jon, seconded by Stacey
- II. Chair's remarks
- III. Secretary/Treasurer Report – FY17 budget will remain at \$2000. Last year, we spent money on Fall and Summer advisor days/retreats, Herb Sanders printing/catering, award plaques, and lunch for Evaluations staff. AAC is asking PDT to put together a budget for this year's events.
- IV. New Business
  - a. New CS Training Manual – Ryan Gray – There are links available on the AAC website showing "how-to" steps for a variety of advisor-related tasks in CS. Thank you to Ryan Gray, Greg Diller, Derek Drenckpohl, and Amy Secretan for gathering and posting this information! This information is also on the wiki, although it's not packaged the same way.
  - b. New AAC Member – We need to replace the UC representative spot vacated by Jeff Graham. If we go back to the original pool of candidates, the next highest vote getter is no longer at ISU. We will go to the most recent pool of candidates and ask that person if he/she is interested. If that person is not interested, we will ask for interested volunteers from UC.
  - c. Course Finder questions – Sarah Roth – Course Finder prerequisites do not always match what is in CS. For example, PHY 208 has a prereq listed in the Catalog and in CourseFinder, but there is not a prereq in CS. And Math 146 lists no prereq in CourseFinder, but of course there is a prereq in CS and in the catalog. This information is pulling directly from the CS course catalog, so it depends on what is listed in that catalog description. The language is not standardized. Honors would like to add their courses to Course Finder.
  - d. Checkpoint Charts – When we get the list of departments and schools who have not submitted a chart, what is the next step? Jon volunteered to send out a reminder e-mail. Mindy will get list from Soemmer to determine which ones are missing. Do we need another training since there has been advisor turnover? There is consensus that a training would be helpful.
  - e. Appointment Manager – Sarah asked if people are having troubles with student appointments in AM – some advisors are and some are not. Could be related to Office 365 migration.
  - f. New Advisor Training - Who do advisors go to for help with Appointment Manager issues or other questions/issues that arise? There isn't a centralized place where new advisors get training. Could PDT put something together? PDT may be changing their current structure, so it's possible they could help out. Stacey will present this to PDT. Who in each college is responsible for onboarding new advisors in each college? There isn't necessarily one designated person in each college. Getting one person in each

Dean's office to initialize the onboarding process would be a good place to start.

Training needs to come from an entity bigger than AAC to help new advisors get trained.

- V. Campus Solutions/Registration – Is there a reason it was moving so slowly earlier this week?  
Yes, there were errors with addresses that were slowing down the system. AT was very responsive and took care of it quickly. Default times on Weekly Calendar – can those be extended? Amy will look into it.
- VI. Committee Updates
  - a. Assessment
  - b. Technology
  - c. Teacher Education – For next AAC Ed meeting, take Major GPA off of agenda.
  - d. PDT
- VII. Student Representative Report
- VIII. Other business? Mary Jo Fabich and Corey Burgess will be joining us at the next meeting regarding TR Days and pushing back registration. New vaccination policy information has been sent out. Does this affect staff members taking courses? Yes, it does as the person has student status, but it should only affect those under the age of 22. Current (continuing) students must comply by 10<sup>th</sup> day or risk being removed from class.
- IX. Next meeting – Sept. 8th

Motion to adjourn Kera, seconded by Stacey.