

AAC Agenda: November 3, 2016

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

- I. Approval of minutes – Motion to approve by Greg, seconded by Megan. Approved as written.
- II. Chair's remarks
 - a. AAC Elections Timeline – We've run into two snags: 1. Alex Skorpinski managed the online voting system, and Adam Julian doesn't know much about it. He will work on finding out how it works. 2. The list of advisors eligible to vote was generated by a mainframe program, so we don't currently have a specific list of eligible advisors. This issue is also under review. The call for nominees can still go out today with a deadline of November 9th. Nominees need to submit a short bio due by November 14th with the election taking place from November 15th – 17th. Once new members are elected, they can attend the December meeting. Stacey Meyer (Department), Sarah Roth (Special Populations), and Greg Diller (University College) are rotating off of AAC. Cassie Myroth is working on finding a student representative replacement.
- III. Secretary/Treasurer Report
 - a. Herb Sanders Postcards and Printing Expenses - \$650 approved for Herb Sanders printing and catering. We may look into Vista Print for postcards as they may be cheaper.
- IV. Old Business
 - a. 2yr/4yr plans – A meeting was held a few days ago with Admissions to show them the proposed template for two year plans. Rachel Caracci approved of the format (in which the new two year plans cover the two years at Illinois State instead of the two years preceding enrollment). This new format could also be useful for faculty in looking at curriculum changes. The next step is implementation. Dani Lindsey will create a template for each college. Amelia is asking AAC reps to create one sample for a major (two and four year plans) in their college. Once these are completed, the template plus the actual major example will go out to each college. The goal is to have the two and four year plans online by May 15th. The timeline would be as follows:
 - December 1st - Templates and one major example sent out to departments and schools.
 - February 17th – Deadline for department/schools to review templates and submit two and four year plans for each major.
 - March 1st – Catalog for 2017-2018 completed.
 - February 17 – March 1st - University College will review all plans as a second review to be ready for May 15th publication deadline.

Someone from CAS would be asked to volunteer to do a major example (since there are no CAS representatives currently on AAC). Each two year plan would have a link to Transfer/Readmit Major Admission Guide on the Admissions website. Checkpoint

charts would go away completely one these new plans are implemented. Dani will try to have the templates out by the week of November 7th. Arturo came make the website look better for the coming year, and then maybe the following year he make it have a “Bob Jones” feel to it. We will have an AAC meeting on November 17th where we can discuss the template in more detail.

V. New Business

- a. Course Finder Discussion Revisited (Sarah) – Now that Honors’ busy time is over, the advisors are reviewing the conversations they have with their students. Students are overwhelmed and confused by all resources available. How do other advisors use Course Finder? Megan uses it to look up summer courses. Course Finder was updated earlier than the planner in Campus Solutions, so Honors had used it in conversations with students. Could Campus Solutions be updated sooner? Are we still going to be using Course Finder? Web Support is strongly in favor of Course finder (in the past – preconversion). Non-current students can only view courses through Course Finder. There has been significant usage on the site. Jess will ask Arturo for some stats on usage.
- b. CT/NC (Sarah) – Regarding Gen Ed 14, Sarah is under the impression that no Group 1 course can be taken CT/NC. What about Group 2? Can any class be taken CT/NC or just certain courses? Per catalog, any course in Group 2 could be taken CT/NC, but some course descriptions state the courses cannot be taken CT/NC. Jon will need to clarify as this is a Gen Ed question, so Sarah will email him. Update 11/9/16 per Jon – Group 1 courses must be taken for a grade. For Group 2 courses, we’ve allowed departments to make the call.

VI. Campus Solutions/Registration

- a. Was registration opening at 7am an issue? Help Desk told a student this was the student’s registration problem, but this was not likely the issue. Amy is not aware of any CS/registration issues.
- b. The Parents newsletter had wrong information about how registration dates are assigned, and the Parents Facebook group participants have been posting many false assumptions about how registration works. Amy and Jess will reach out to the Dean of Students office about the current registration date assignment process.
- c. Students should not log in before 7:00 am and then sit there and wait until 7:00 as the system won’t recognize them. They need to log out, close the browser, and log back in.
- d. Students are surprised at their registration dates as they think they are sophomores, but they have 27 hours and register with freshmen. Could University College change their message to remind students of the number of hours they need for each class standing?
- e. Transfer students – Updated transcripts are not necessarily entered into Campus Solutions reflecting all credit hours earned, and they get a late registration date. What can we do about that? A new evaluator is being hired soon to help with volume.

- f. Shopping cart – does not become available to new admits/probation students until their registration date. Those students who do not have a winter session date assigned will not have the shopping cart until their assigned date.
 - g. Prelim graduation audits are done, but Jess is worried that some students are being missed (as they haven't yet applied). Mindy had a few students who have had issues with the application itself (submitted the payment but then couldn't get back to the application).
- VII. Committee Updates – No updates
 - a. Assessment
 - b. Technology
 - c. Teacher Education
 - d. PDT
 - e. Advisor Onboarding
- VIII. Student Representative Report
- IX. Other business?
- X. Next meeting – Nov. 17th

Motion to adjourn by Kera, seconded by Stacy.