

In attendance: Greg Diller, Amy Secretan, Megan Baxter, Stacey Meyer, Amelia, Noel-Elkins, Jess Ray, Jonathan Rosenthal, Sarah Roth, Janet Tulley, Wendi Whitman, Allison Anson, Brent Kane, Taylor Lehman

Absent: Kera Tackett

AAC Agenda: December 15, 2016

- I. Approval of minutes
    - a. Stacey first, Sarah second
  - II. Chair's remarks
    - a. Welcome new members – Taylor, Allison, Wendi, Brent
    - b. Today – request for committee membership being sent out via listserv.
  - III. Secretary/Treasurer Report
    - a. No report
  - IV. Old Business
    - a. Academic Advising Awards Selection Criteria Revisited (Sarah)
      - i. Dani Lindsey will continue to chair group
        1. Feedback
          - a. Letters from students is crucial
            - i. Recommend six letters of support, 3 from current or former students
              1. Formstack to students? Ask for feedback instead of letter?
              2. Helpful to learn how to write a letter for future professions?
              3. 4 letters, at least one from the supervisor/nominator, one must be from a student and one from a professional colleague
              4. Same for new advisor award
    - b. 4 year/Transfer Plans of Study
      - i. Will stay as pdfs for this spring. The hope is that they will be in a web based format in spring 2018 on the new majors page.
      - ii. New format will still be done in spring 2017
      - iii. Archives of old plans available after new plans go into place
- V. New Business
  - a. New Homepage Project (Ryan Denham, Arturo Ramirez, and Amanda Smith)
    - i. Redoing the entire homepage and landing pages off of the homepage
    - ii. Timeline, Beta Version in March/April
      1. Run tests, see how it is functioning
    - iii. Now four different ways to find a major
      1. Search function

2. Academic and career interest areas
3. Majors page
  - a. Listed and grouped instead of major - sequence
  - b. New big photos for high enrolled majors
  - c. Point of pride for each major
  - d. How to apply off of that page
  - e. Inquiry Form, routed to Admissions
4. By College
- iv. Minors page
  1. Listed
  2. New information as well
- v. Admissions Site
  1. Duplicated information on their website (housing, DOS, dining)
  2. Those pages are going away, cleaning it up as these type of pages will already live off the main home page. No need to have it twice.
- vi. Clusters/wording on major pages
  1. Outreach done by WEB this fall to gather new information
- b. Election of new Chair and Secretary/Treasurer
  - i. Chair – Kera Tackett
  - ii. Secretary/Treasurer – Allison Anson
- c. Meeting schedule for Spring 2017
  - i. Schedule for 1 ½ hours to give some extra time?
  - ii. Reserve the room for longer to be safe
  - iii. Thursday's at 9am still work for everyone
  - iv. January 5<sup>th</sup> – First meeting, every other Thursday from there
- VI. Campus Solutions/Registration
  - a. Registration closes December 16<sup>th</sup>, reopens January 9<sup>th</sup>
  - b. Winter Session starts this weekend.
    - i. Students should be contacted by professors about the course
    - ii. Drop deadline is Wednesday, December 21<sup>st</sup> for a winter course
  - c. Grades posted on December 21<sup>st</sup>
    - i. Grades in Cognos on Thursday
- VII. Committee Updates
  - a. Assessment
    - i. Positive feedback from SGA students, supporting the survey
  - b. Technology
    - i. Meeting today
  - c. Teacher Education
    - i. Meeting with Dr. Charles Titus Boudreaux, well attended
  - d. PDT
    - i. Town Hall today at the Galleries
    - ii. Spring Advisor Retreat – January 27<sup>th</sup>

- e. Advisor Onboarding
        - i. No report
- VIII. Student Representative Report
  - a. No report
- IX. Other business?
  - a. None
- X. Motion to adjourn – Allison first, Stacey second
- XI. Next meeting – January 5<sup>th</sup>