

AAC Agenda: February 18th, 2016

In attendance: Shauna Hoffman, Mindy Kinney, Stacey Meyer, Amelia Noël-Elkins, Beau Ott, Annie Radebaugh, Jonathan Rosenthal, Sarah Roth, Amy Secretan

- I. Approval of minutes- Motion to approve by Jonathan, seconded by Shauna
- II. Chair's remarks
 - a. TDAS transfer system pulling major information before matriculation and so sometimes this is incorrect. Many departments are seeing that students are Undeclared or in a previous major, so they are being told they can't meet with a departmental advisor. Students are calling Admissions and U College, who are referring them back to the departments. Message will go out on the listserv today to help clarify any confusion.
 - b. Major is showing correctly in Student Center Program Plan, but not in TDAS. Support staff making appointments may not have access to Program Plan in CS. Advisors need to be aware this is happening and share with anyone who is scheduling the appointments.
 - c. Progress is being made with Transferology. The Registrar's Office wants to put some wording on the Course Articulation Guides that this information is accurate up to a certain date. Will also add a disclaimer that if students have questions, contact the Transfer Registrar.
 - A new Evaluator has been hired and will start at the end of the month.
 - d. Herb Sanders Reception for Liz Chupp – April 25th from 2-4 pm
 - Invitations going out next week or the following.
 - e. Advising awards selection criteria
 - Discussed appointing a standing chair for the committee to provide consistency and institutional/historical memory. This would ideally be someone who is outside of advising, but has experience in and knowledge of the field. Members discussed Danielle Lindsey as a past winner with no vested interest.
 - Shauna will check in with Jess and ask Danielle if she will serve as standing chair.
 - Discussed updating the Herb Sanders criteria. We will more closely align the Outstanding New Undergraduate Advisor criteria and the Herb Sanders criteria, but adjust some of the wording, as appropriate (i.e., Outstanding New Advisor- leadership skills, Herb Sanders- leadership roles)
 - f. Subcommittee meeting minutes need to be updated on the AAC website. Shauna reach out to Alex to post. Shauna will ask chairs for the minutes from the last year.
- III. Secretary/Treasurer Report- \$675 spent for Herb Sanders reception invitations & catering
 - \$852.75 current balance
- IV. Campus Solutions/Registration
 - a. Program Plan & Degree logic approved by Jess on Friday. Having correct logic has been a hurdle to this point; the new topics coming up are less complex.

- b. We are running a report for students who have 2 sub-plans, which shouldn't be possible. U College will get the list, contact the department, and ask them to review & correct the student's record.
- c. Recently shut down write ability for the tables in the Mainframe.
- d. Summer registration going smoothly.
- e. Administrative Technologies may be able to help with posting and re-posting of transfer credit that has not been meeting degree requirements. It would take approximately 2 days for the script to run. We would be un-posting and re-posting many things that were converted that are currently not meeting prerequisites and requirements.
 - For the script to run, the University would have to shut down registration, processing transfer credit and degree requirements for at least 2 days, perhaps more. Have already discussed trying to do this over a weekend, if possible.
 - Amy and Jess are hoping to fit this in after freshmen have registered for summer and before registration opens for fall, which lines up with Spring Break.
 - This re-posting would affect hours and points, but would not correct requirement designations.
 - Will requirement designations currently in the system get lost in the process of un-posting & re-posting? Need to watch out for that, but to this point, clearing of the designations has not been an issue.
- f. The Transfer Credit line in the Student Center disappeared. The row is back, but the cumulative totals are not totaling up correctly. This is a new problem and Administrative Technologies is working on it.
 - Term History still the best thing to use when working with students (other than calculating Developmental Math).

V. Committee Updates

- a. Assessment- Survey sent out Feb 10th and is open for 2 weeks; a reminder has been sent. There were 145 respondents as of Friday, the 12th.
- b. Technology – Meets next week. Primary focus is on getting the updated 2 year plans online.
- c. Teacher Education- Session on the 29th on tips tricks & best practices in Campus Solutions. This will focus heavily on milestones, including who to contact and what to ask for. Note: we should all have access to do batch approval.
 - Their April 25 session will be primarily for secondary education advisors to discuss programmatic updates now that the Gateway 1 prerequisite has been removed from TCH classes. All secondary ed advisors should be aware that this prereq will not be coming back on TCH classes. If advisors need it at a certain point in their major, they need to get curricular changes in motion.
- d. PDT- Had a full house at the Spring Advisor Meeting, which covered a great deal of technical/detailed information. Meeting minutes went out and Teresa's notes were very helpful.

- Next week, Wendy Troxel is facilitating a discussion on first generation students.
- Session at the end of the semester, April 29, on Gen Ed. Jon & Sally will facilitate a common reading.
- They are beginning to talk about Summer Advisor Day (focus- wellness for students & advisors) and a career planning session for fall that stems from Assessment's latest survey.

VI. Student Representative Report- Summer registration is going smoothly.

VII. Other business?

- a. The University Academics & Career Council has a meeting next week. Shauna is serving as the AAC representative to that council. Whoever is the chair of AAC will remain on that council. Shauna will let PDT know if there is anything that comes up that could impact plans for their fall career session.
- b. The University is cautiously exploring a winter term for off-campus courses (i.e. travel courses, online classes). There will be a small pilot this year. The Student Government Association is very interested in this.
- c. UCC will be sending out 2 surveys- one on writing in the disciplines and another on the AMALI requirement.
- d. Gen Ed planning meetings are happening- seats are out there.

VIII. Discussion on accepting late transfers from other 4 year institutions. Protocols vary by licensure requirements, departmental policies. Departmental advisors should talk to their Chair.

IX. Next meeting – March 3rd

Motion to adjourn by Mindy, seconded by Annie.