

AAC Agenda: September 22, 2016

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

- I. Approval of minutes – Motion by Greg, seconded by Sarah
- II. Chair's remark
 - a. Advising Awards – An invitation for nominations for the 2017 Academic Advising Awards has been sent to Deans/Chairs/Directors. This same information will also be sent to the ISUADV listserv.
 - b. Transfer student data – Mindy has asked Pat Walsh from Admissions to gather data on when transfer students apply and when they are admitted. It seems like there is a trend that both of these things are happening later in the year, but we would like to see if the data confirms this.
- III. Secretary/Treasurer Report
 - a. PTD proposed budget – PDT is asking for funds to cover Fall Advisor Retreat, Spring Advisor Retreat, Summer Advisor Retreat, one conference registration to ILACADA, NACADA webinar, Common Reading books, and Town Hall refreshments. AAC approved everything in the proposed budget except for the Common Reading books and NACADA webinar for a total of \$750. Once we have an idea of the monetary commitment that will need to be made for the Herb Sanders printing and catering and the advising award plaques, we will entertain the possible expenses of NACADA webinar and Common Reading books.
- IV. New Business
 - a. Communication about pending petitions when students change advisors (Kera) – Kera had a student whose petition for graduation for an IAI course was approved, but that student had been admitted to a major and is no longer assigned to Kera. Kera sent the information on to the new advisor. UCAA discussed at a staff meeting the concern that petitions can take up to a year or more to be applied to Campus Solutions, even though the course has been approved for general education within weeks of having been submitted. UCAA is going to make sure to include copies of pending petitions in students' files for when those files are sent over to departments/schools. Jess mentioned that Evaluations is only doing petitions for the current year (students who are graduating). Jess and Mindy will discuss sending an e-mail to ISUADV to let department/school advisors know about the timeline on petition approval and how that may affect students transitioning between majors/advisors.
 - b. Late Admits (Stacey) – Students (mainly transfer students) have been admitted the week before classes begin and the first week of classes. There are no transcripts in CS, and the student shows up and wants courses. Can we come up with a process to better help these students? Jon is aware of this problem and is looking for data to help determine whether or not we retain these late admits; however, we are all on the same team and understand the importance of strong enrollment. Amelia acknowledged that this is

nothing new to UC. UC has set it up that Admissions sends us a list and we tell Admissions if we can get courses for those specific students. Admissions then decides whether or not to admit them. The number of late admits usually depends on how Admissions numbers look. There is concern that Admissions numbers are strong and we're still admitting students late. We need to change the message that comes from Admissions to the late admit students – it takes time to get students in the system and eligible to enroll. Getting courses may not happen the same day as admission. Fine Arts has a process in place to manage this. Greg and Kera meet with Admissions each semester, and we can ask them to give UC or D/S advisors a call before sending late admits over for courses.

- c. Math Pre-requisites (Stacey) – Lately has had issues with a lack of seats in math courses and students in the wrong courses. For example, sophomore student did not have full fall schedule. He needs math, but he has No Credit in MAT 104 and a D in MAT 119. She didn't know what to do for this student (as far as which math course to direct him to), so she sent him to the Math Department. The student later e-mailed her and told her the Math Department gave him an override into MAT 120. Amelia – Math Department can no longer run queries to find grades in pre-requisite courses. They would manually need to go through every student in every course in order to check pre-requisites. Students have been able to take math courses for which they do not meet the prerequisites due to this issue. Jess – The query is now running again. There has also been some turnover in the Math Department as well. If students are not getting courses they need to make timely progress towards graduation, let Jon know.
 - The Compass will no longer be available after November 30th (nation-wide). There will be a new vendor for math placement (TBD). Students can still take the Compass through November 30th, and they should do so ASAP if they need math placement scores.
- d. Steering committee for advisor onboarding/exiting (Greg) – The steering committee members are Greg Diller, Allison Anson, Gina Dew, and Hope Fine. Their first meeting is set for Monday, September 20th.
 - Report from Janet – Assistant and Associate's Deans meeting on 9/12/16 – Some Assistant and Associate Deans are under the impression that chairs/directors are doing the hands-on training for new advisors. Once we get the new Training Committee established, we need to present to the Chairs Council of the availability of new advisor training (or at least notify them that this training is available).
- e. IB Credit (Jon) – State of Illinois policy states that we have to give credit for scores of 4 or higher on IB exams. Jon is going to recommend to departments and schools to give IB credit (credit received for specific courses) similar to that given for AP credit.
- f. Potential change to Repeat Policy (Jon) – A proposal is in the works to allow students to repeat courses taken at ISU at other institutions. There would be no grade replacement option for students who would choose to do this. There is not a specific timeline as to when this could go into effect as it still needs to go through all the appropriate channels.

V. Campus Solutions/Registration

- a. Winter Session Enrollment Appts – It is not possible in CS to show Winter enrollment appointments in the “Details” section only. It either needs to show up in the “Enrollment Appointment” box in the Student Service Center (which then means the Spring enrollment appointment only shows up under “Details”) or not be posted at all. Here are our options:
- Display the Winter enrollment appointment on the Student Service Center page
 - Don’t display the Winter enrollment appointment at all and let all students register for Winter term on October 10th.

Everyone agreed that option # 2 is the better option of the two.

- b. Registration starting time – We had previously discussed the possibility of starting registration earlier than 8:00 am to alleviate some of the panic/e-mails/phone calls that happen right at 8:00 am. Registration will begin at 8:00 am on October 17th and will begin at 7:00 am for the later weeks of registration.

VI. Committee Updates

- a. Assessment – No report.
- b. Technology – The committee will be previewing a shared advising notes demo for Campus Solutions.
- c. Teacher Education – There is a session on Monday, September 29th that will preview all COE Summer 2017 study abroad opportunities. ACT has changed their scoring again, which affects cut off scores for education majors.
- d. PDT – Fall Advisor Day was well attended. Amy did a great job presenting.

VII. Student Representative Report – No report.

VIII. Other business? – Amelia mentioned advisors have stated there is a disconnect between asking advisors to put TR appointments into TDAS as soon as possible even though they can technically schedule appointments up until three days before the TR Day. While there is that disconnect, the sooner the student is put into TDAS, the more likely it is their transcripts will be evaluated for that particular TR Day. Waiting until three days before to schedule an appointment almost guarantees the student’s transcript will not be evaluated in time.

IX. Next meeting – Oct. 6th

Motion to adjourn by Kera, seconded by Sarah.