

AAC Agenda: February 4th, 2016

In attendance: Beau Ott, Stacey Meyer, Mindy Kinney, Shauna Hoffman, Annie Radebaugh, Amy Secretan, Sarah Roth, Kera Tackett, Janet Tulley, Amelia Noël-Elkins

- I. Approval of minutes – Motion to approve by Stacey, seconded by Sarah
- II. Chair's remarks
 - a. Herb Sanders reception for Liz Chupp – Angie Scott reaches out to the department, EMAS pays for a cake and beverages but department can pay for additional munchies. Award recipients will be announced again at Spring Advisor Meeting.
 - b. Override Request Form – update after first meeting with group – Responses are rolling in through the feedback form. We're still using the original form for this summer and fall registration, but the feedback will be included in the form used during the fall semester. Adam Julian does not have a contact person for every department/school. Moving forward, the group is well represented and additional members are not being added. Feedback is still welcome.
 - c. Advising awards selection criteria – Annie and Sarah – This was their first time serving on selection committee, and they have several suggestions:
 - Draft a chair for the committee with instruction on consistency in selection process.
 - Establish written criteria (based on draft from last year) and publish on website.
 - Provide examples of materials provided by highly qualified applicants in the past.
 - Draft a rubric for selection committee to utilize and publish online so applicants know how they are being evaluated.
 - Have applicants submit materials online.

Should group discussion be a part of selection or should there be a basic vote? Send call for nominations out earlier – early September with a reminder in October. Review suggestions and get feedback from selection committee and then vote at future AAC meeting.
- III. Secretary/Treasurer Report – Current balance is \$1527.75 after purchase of award plaques
- IV. Campus Solutions/Registration – CS via Amelia – There are two-hour business intelligence meetings happening every day to address issues in the system. Amy – in interview process for hiring new evaluator. Mindy – When will advisors receive 10th day numbers? When will Petitions for Graduation for May graduates be reviewed? No firm answers yet for these questions.
- V. Committee Updates
 - a. Assessment – Janet – Survey has not yet gone out. PRPA approval pending.
 - b. Technology – Shauna - Two-year plans of study – Put these on Majors website to provide one central location

- c. Teacher Education – Canceled January session for AT session and that AT session got canceled as well. February meeting – hope to have CS updates. If State of Illinois moves from ACT to SAT, discuss how that may affect our processes. There’s a current protest period in the State regarding this change, and a state budget also affects this implementation (from ACT to SAT).
 - d. PDT – Spring Advisor Meeting on 2/5/16 – Brian Hays and Theresa Sanchez presenting information on pre-reqs, graduation audits, etc. Study Abroad also presenting briefly.
- VI. Student Representative Report – Things have calmed down a lot over the past few weeks. Is it normal to have so many students having trouble with overrides/prerequisites? Not really – transitional issue. Transfer Articulation Guides – Where can students find accurate information? These guides are the best source for information right now.
- VII. Other business? – Amelia – down in number of mainframe users. Most departments are down to advisors as only people with access. There will be a “Cognos overlay” to access Mainframe information once mainframe access is “turned off.”
- VIII. Next meeting – February 18th

Motion to adjourn by Mindy, seconded by Stacey.