

AAC Agenda: January 19, 2017

In attendance: Kera Tackett, Mindy Kinney, Brent Kane, Megan Baxter, Allison Anson, Jon Rosenthal, Amy Secretan, Taylor Lehman, Jess Ray, Amelia Noel-Elkins, Janet Tulley

Absent: Wendi Whitman

- I. Approval of minutes from January 5, 2017—motion to approve Mindy, seconded by Brent.
- II. Chair's remarks
 - a. Herb Sanders Reception Update—Tentative date March 22 at University Galleries in the afternoon. Soemmer is working with Pat on the mailing list for postcards. Currently working with the number 300 but updating the list. Next fiscal year, purchase new plaque unless money remains in the budget for this year.
 - b. Enterprise Portal Working Group Update – Single sign-on implementation scheduled for January 28th
 - c. University Academics and Career Council Update—main thing the group is working with WEB on the academic and career clusters. Next meeting is Monday, January 30th.
 - d. AAC Website—Kera and Soemmer met to discuss the website and got analytic information from Pat.
 - i. Reviewed the AAC task list—some minor things will need to be tweaked and the document will need to be recreated since no one has the original.
 - ii. Should we nominate our campus award winners for the NACADA awards? Yes. Kera will look into what is needed for the NACADA awards.
 - iii. Do we need the separate subcommittee tabs? Currently outdated memberships and meeting minutes from 2013 and earlier. We should keep the subpages and update committee memberships. Need to add Onboarding committee. We will delete the separate tab for Professional Training and Development that has three videos from past advisor days; that information can be archived and saved under the other PDT tab.
 - iv. Should minutes be emailed to ISUADV? Yes, but we should email the link instead of an attachment. Minutes will be sent out by Secretary after they are approved at the following AAC meeting.
- III. Secretary/Treasurer Report –no report
- IV. Old Business
 - a. 4 year/Transfer Plans of Study—Amelia has a meeting after this. Responsibility will be passed to Brian Aitken
- V. New Business
 - a. Degree audit question/suggestion (Mindy)—the new degree audit system doesn't show whether a student has an incomplete the same way Mainframe did. If the course is not needed for their major or general education, it could be missed on the audit but will still prevent graduation.
 - i. Trying to clean up how we administer incompletes. Students have 1 year to complete the work or grade should default to an F.

- ii. Monthly emails will now go out to faculty to remind them of incompletes and missing grades.
 - iii. Amy will talk to Brian and Alan to see if there is a way to make that information pop into degree audit.
 - iv. Cognos will also help with running reports to find this information.
- VI. Campus Solutions/Registration—Amy sent the registration reminder email out to staff; students also received the email.
 - a. Summer registration breakdown should be sent out next week; fall breakdown will be sent closer to fall registration opening.
 - b. The big issue with student accounts blocks is that financial aid is not legally allowed to apply aid until a certain date and CS can't see anticipated aid.
- VII. Committee Updates
 - a. Assessment—survey will be going out this semester.
 - b. Technology –not met yet
 - c. Teacher Education—next session is January 30th. Topic is with Career Center and preparing students for the Education Job Fair
 - i. Future sessions: ACT/SAT, Endorsements
 - d. PDT—Prepping for Spring advisor Day, they will not be having a webinar this semester, Julie Navickas will be taking over as a chair.
 - e. Advisor Onboarding—will be meeting February 1st.
- VIII. Student Representative Report—Traffic in UCAA was not as busy this semester as last for drop-ins so far.
- IX. Other business?
- X. Next meeting – February 2, 2017

Motion to adjourn by Mindy, seconded by Megan