

AAC Minutes: February 2, 2017

In attendance: Kera Tackett, Megan Baxter, Mindy Kinney, Brent Kane, Taylor Lehmann, Amy Secretan, Janet Tulley, Amelia Noel-Elkins, Wendi Whitman, Jess Ray

Absent: Allison Anson, Jon Rosenthal

- I. Approval of minutes from 1.19.17 – motion to approve Mindy, seconded by Brent.
- II. Chair's remarks
 - a. Educating Illinois Task Force Discussion – dates and times. Cheryl Fogler would like a discussion with AAC. Want 20-30 minutes. Kera will suggest 3/2, 4/13, or 4/27 as possible dates.
 - b. NACADA Awards – Sent email asking for a volunteer. Stacey is ok with moving forward, and Brent volunteered to help. Kera can check with Hope. Wendi asked if award winners are NACADA members, but Amelia discovered membership is not a requirement for the New Advisor award. Discussed issuing a statement such as, "AAC is willing to support your nomination if award members want to move forward."
- III. Secretary/Treasurer Report – no report
- IV. Old Business
 - a. 4 year/Transfer Plans of Study – Brian and Amelia presented at Spring Advisor Day. Amelia will check with Brian about the follow-up email requesting materials.
- V. New Business
 - a. Language regarding last day to add a course (Mindy)
 - i. Had several upset parents and students regarding the language they hear when they make calls to the Registrar concerning the last day to add a course. Members agreed the first two weeks seemed rocky this time and was due in part to how the MLK holiday fell. Policy has not changed, but it is confusing for students when they cannot continue to add after the first week without permission. We may want to think about a deadline for prerequisite checks.
 - ii. Inconsistencies in how the override request form is used is happening as well. Departments have very different policies and preferences, and it is difficult for students to navigate.
 - iii. Members determined that AAC will contact Dr. Rosenthal to ask if it is possible to ensure that any prerequisite purges take place prior to XXX date and give a reason why. 10th day is when the Registrar's Office closes the records. Immunization blocks – up until 10th day, let them stay. Small group was dropped, and then some had all of their requirements met the next day and had to be put back in. Is it possible that all departments and schools could receive a query without having to request it? Mindy will work on language, email to the group, and possibly share at the 3/2 meeting.
 - b. Technology Committee update (Mindy) – See attached handout for more details.
 - i. AAC Tech looked at electronic notes options this past fall. Concerns about data security and what happens when an advisor leaves and the notes are stored

electronically. Performed a benefit analysis between the notes options in Campus Solutions & Appointment Manager, and Campus Solutions is able to meet more of our needs. Students can see the notes if the advisor marks the option. Can also assign students action items, which are visible in their To Do List. No additional cost but time would be involved.

ii. Committee asked if AAC would put forth this recommendation. This is not a directive but perhaps could be highly recommended. Amelia asked that one advisor from UC be represented on the implementation committee. Mindy shared that the chairs of PDT, Onboarding, & Tech will meet to determine how this will be implemented. Brent motioned to put forth the recommendation, Wendi seconded. All approved.

c. Advising WIKI (Wendi) – Link was removed from Employee area as of today. Information is outdated and could be a liability issue. Would like to recreate in a different format. Wants to know which portions are useful to advisors that can't be accessed elsewhere. Might become more of a clearinghouse for new advisors. Could go on the AAC website with password protection. Kera will send an email to the list serve.

VI. Campus Solutions/Registration

- a. Winter Term – Hide courses once complete? (Kera) – Is it possible to zero max once class is over? The winter term courses come up as open options in a search, and it confuses students. Amy will ask Danielle.
- b. Priority/Senior registration dates concern (Brent) – Had feedback from an advisor asking if it is possible to start priority registration on Friday with the transfer day and then allow seniors to start on Monday to give them a full week. Alternatively, is it worth making priority registration on Thursday? Jess shared this has been discussed before, and the thought is that the transfer group is smaller and can more easily be dealt with if problems come up. Is it possible for students with 24 hours and up to be considered sophomores? AAC had several conversations about this, and the current model seems to be the best.
- c. TDAS – Conversations are continuing. Hope to have a new product in place by fall.

VII. Committee Updates

- a. Assessment – Derek can't get the committee a list for the survey. Now working with Wendi and others. Assessment is delayed again as list is gathered.
- b. Technology – See above.
- c. Teacher Education – Next session is February 27th from 1-2PM. Topic is learning about the differences between ACT and SAT. Hopefully everyone saw the latest update from Troy on ACT scores.
- d. PDT – Had their first meeting with Julie as chair. Determined new subcommittee assignments. Went a little over budget on food due to large event, but the Town Hall was a little under budget on food. Career Center provided cookies and drinks for SAD.
- e. Advisor Onboarding – Had a good first meeting. Still overlap with PDT. Need a delineation with where Onboarding ends and PDT begins. Amy provided an example of the mentoring program. Should that move to Onboarding? Any new training could go

through Onboarding. Best practices and notes could go through PDT. Need to have a meeting of the chairs.

- VIII. Student Representative Report – Got questions about the last day of courses, which was covered.
- IX. Other business?
 - a. Amelia - Automated advisor process is progressing. Goal is to have ready by Spring Break. Will start with majors and special populations and eventually add minors.
 - b. Jess – We are getting rid of the e-directory. Scheduling and textbook information needs to be correct and submitted by the deadline. Experiencing some issues on the bookstore side of when changes are made. Loose-leaf “books” cannot be sold back.
- X. Thanks Amy for your work on the Council! Will likely ask Alan Lin to step in on the committee.
- XI. Next meeting – February 11, 2017

Kera administratively adjourned the meeting. 😊