

## AAC Agenda: February 16, 2017

In attendance: Allison Anson, Megan Baxter, Mindy Kinney, Kera Tackett, Wendi Whitman, and Taylor Lehman, Brent Kane, Alan Lin

Absent: Jess Ray, Janet Tulley, Amelia Noel-Elkins, Jonathan Rosenthal

- I. Approval of minutes from February 2, 2017—minutes approved.
- II. Chair's remarks
  - a. Welcome Alan Lin!
  - b. NACADA Awards Update—Hope and Stacey officially declined going forward due to the amount of time and additional materials needed. In the future, we will need to extend the offer sooner rather than adjust our materials for awards.
  - c. ALEKS Communication with Incoming Transfer Students—Corey Burgess and Katie Pratt wanted to know the best way to communicate this information. Mass email to all transfer students? Department advisors individually reach out to their students? Reviewed information already listed on Transfer Day website. Rather than email communication, we recommend slight wording adjustment on the website.
    - i. Need to send an email to department advisors reminding them of ALEKS and how to view scores.
    - ii. Bryan Hayes has been loading ALEKS scores daily into CS since the end of January and it appears to be going well.
- III. Secretary/Treasurer report—we should have approximately \$400 left in this year's budget. Going to ask Soemmer to check into prices for the new Herb plaque to see if it can be purchased this year.
- IV. Old Business—will discuss plans of study at the next meeting.
- V. New Business
  - a. February Application Deadlines—while it would be nice for a common deadline, each department has their own reasoning for their established deadline and AAC does not feel the need for a directive asking for a common deadline.
  - b. Draft of statement related to prerequisite checks and course drops—initial recommendation is that departments complete prerequisite checks and class drops by the Friday before classes start. Will continue this discussion at the next meeting.
  - c. May need to review the appropriate procedure for course permits; appears there is inconsistency.
- VI. Campus Solutions/Registration
  - a. Override Request Form Communication with Adam Julian (Kera)—recommendation that AAC has a point person to communicate with Adam regarding dates the form needs to be active as well as any updates to wording that needs to be made. Brent volunteered to be point person.
- VII. Committee Updates
  - a. Assessment – Has usable data and hopes to get the survey out next week.
  - b. Technology—drafting a statement to go forward with the notes feature in CS

- c. Teacher Education—next session is on the 27<sup>th</sup>. Discussion of helping students decide between SAT, ACT, or TAP.
  - d. PDT—meeting today. Focusing on Common Reading and Summer advisor Day.
  - e. Advisor Onboarding—has started meeting. No chair but duties have been divided. Broken into two areas: Welcome Committee and Manual. Right now took down the Wiki to be reviewed. Will also take over Mentoring program from PDT. End of summer is the goal to have some of this work completed.
- VIII. Student Representative Report—students are a lot happier with single login but there are some glitches.
- IX. Next meeting – March 7, 2017