AAC Agenda: March 16, 2017

In attendance: Kera Tackett, Megan Baxter, Mindy Kinney, Brent Kane, Brian Aitken, Jess Ray, Amelia Noel-Elkins, Alan Lin, Taylor Lehman, and Allison Anson

Absent: Wendi Whitman, Jon Rosenthal, and Janet Tulley

I.   Approval of minutes from March 2, 2017—motion to approve Mindy, seconded by Brent. All in favor.
II. Chair's remarks
     a. Mid-term Grade Reports – Amy Roser
         i.   Concern that advisors cannot see all midterm grades, only their assigned students. This was not a policy change so much as a program update when we went away from the mainframe. Access will stay this way.
         ii. When a professor submits a grade report, at risk emails go to advisors right away. Students do not get the at risk reports. They also will not see instructor comments.
         iii. Midterm grades are released to students the week of the withdrawal deadline. One D or F, UC Cares email; 6 hours of D and F, GPA 911 email.
     b. Enterprise Portal Working Group Update—Last minute was March 2nd and they reviewed projects and targeted go live dates. GPA calculator targeted go live date was March 15 but they are still working on it.
     c. University Academics and Career Council Update—schools/departments are working on which career clusters they want their majors listed. Also working on a document for students that gives a step by step guide on when/what services to use with the Career Center.
III. Secretary/Treasurer Report
     a. Received options for a new Herb Sanders plaque from Soemer. Will send the link out with the minutes for AAC's review. Soemer will be able to get a more detailed cost estimate once style is determined.
IV. Old Business
     a. 4 year/Transfer Plans of Study—work on formatting and updating keeps progressing.
V.   New Business
     a. Advisor Notes Next Steps – Amelia/Jess
         i.   AT needs to review and see what hours will be needed to implement. Jess will submit the ticket to begin this process.
VI. Campus Solutions/Registration
     a. Freshmen Enrollment Appointments and Shopping Cart – Kera
         i.   When they tried to turn off the shopping cart, freshmen enrollment appointments disappeared. Needed to turn the cart feature back on. Potential for change during the upgrade
     b. Automated Advisor Assignment Process Update – Amelia

      i. Process is in test. Wendi, Brian, and Chris McCombs are testing the process. Trying to find some of the unique students to see if the rules work.

      ii. The rules for this system will exist in tables within CS. The only people with access to update these tables will be certain super users: some registrar staff, Wendi, Brian, and Chris. Wanted to keep this system as clean as possible and prevent errors. If department changes their procedures, they need to contact UC.

      iii. System will go in production in the next couple of weeks so it should work during caseload reassignments in May.

      iv. There will be a new lock feature to override these caseload rules for when advisors keep students for special circumstances.

      v. Will also very quickly develop the rules for minors to help prevent user error in that part. Concern of the size of the My Advisee List, notifying only majors when minors are in the list, etc. Working on updates to the My Advisee List.

      vi. Grad students will be worked on after minors.

      vii. Training on this process will happen at Summer advisor day. Not sure who will conduct the training since Amy is no longer on campus.

c. Upgrade to Peoplesoft 9.2 – Amelia

      i. Campus will be upgrading, significant changes, and everything will look different. Unfortunately, no good time to do this. Upgrade will be implemented the day after Preview ends. New transfer students and incoming freshmen will be trained on the current system and then by the start of the semester the new system will be in place.

d. Readmit Transcript Evaluation – Mindy

      i. Correct procedure to have readmit students' transcripts evaluated for advisement appointments….Mindy will check with Theresa Sanchez and update everyone else.

e. CS Advising Expert—When Kirk retires, Ryan Gray will be the primary advising contact. UC will pick a back-up.

f. New Academic Advisement Report Type – Alan

      i. Current default report is ADV. New report INAC which will allow you to run a report on a student who has graduated, second bachelor's, others who have left campus for several years. Need to request access. Alan will send out screenshot of breadcrumbs.

g. Exploration of DARS – Alan

      i. Popular third party product for degree audits that many schools who use CS also use. Currently researching pros/cons of the product. Trying to help with the efficiency of our degree audit process.

VII. Committee Updates

a. Assessment—survey has launched and will close March 25th. Currently more responses this year than the last two combined.

b. Technology—on hold

  c. Teacher Education—next session is in April on endorsements.

  d. PDT—meeting next. Summer advisor day will be Monday, June 12th.

  e. Advisor Onboarding—wiki review is complete. A concern was brought up about the "realistic" GPA needed to declare some majors and where that information would live. Going to continue their work in the summer when there is more time.

VIII. Student Representative Report—Could the link to the advisor appointment system be imbedded in the student service center? No, but maybe in updates to "MY."

IX. Other business?

  a. Do second bachelor students (whose first bachelors is from another institution) get invited to transfer days? Amelia will look into this.

  b. Search for Amy Secretan's replacement is ongoing. It was not the expectation that this person would have the CS knowledge Amy had.

X. Next meeting – March 30, 2017

Motion to adjourn by Megan, seconded by Brent.