

AAC Agenda: April 13, 2017

In attendance: Mindy Kinney, Megan Baxter, Brent Kane, Wendi Whitman, Allison Anson, Amelia Noel-Elkins, Janet Tulley, Alan Lin, Taylor Lehman, Jess Ray, Jon Rosenthal

Absent: Kera Tackett

- I. Approval of minutes from March 30, 2017—Motedioned by Brent, seconded by Wendi. All approved.
- II. Chair's remarks
 - a. Enterprise Working Group Report (Wendi)—moving forward with new ideas for the portal. Tying in appointment manager link with advisor name/phone number in both MY and CS.
- III. Secretary/Treasurer Report
 - a. Plaques—going to purchase the plaque with 12 plates.
- IV. Old Business
 - a. 4 year/Transfer Plans of Study—work is ongoing
- V. New Business
 - a. 75 Hour Appeal Update/Overview (Wendi)—206 students required to appeal this semester. Seems like situations are getting tougher.
 - b. Process/Timeline for moving students from UC to Dept (Wendi)—automated advisor assignment has moved to production. Heavy testing on April 24th. Folders should be coming from UCollege by June 2nd. Minors will be added in to the automated advisor system soon as well. Can we turn off the appointment manager link for minors?
 - i. Advisors will be displayed in this order: Primary (major advisor), International Exchange, Honors, Athlete, Ucollege, Minor
- VI. Campus Solutions/Registration
 - a. Question from Chemistry about lec/lab registration—there is no way to force a student to drop “unattached” labs if they drop the lecture (example CHE 110/112).
 - b. New Hold type? (Upcoming Hold – Immunizations) We believe it is a way to track new incoming transfer students who will need to submit their immunization records. It currently doesn't block registration.
 - c. Theresa Sanchez has requested that some standard language be used when requesting petitions to make the processing quicker. Mindy will be sending these tips to the listserv.
 - d. Summer admits must register for summer classes and then call to be term activated....what is the best way to handle these situations?
 - e. Pam Walden is setting up demo for a program called Visual Zen that may be able to replace TDAS. Going to want someone from the department side. Megan will be seeing if the administrative assistant from SED will be willing to attend.
- VII. Committee Updates
 - a. Assessment—waiting to hear results from the survey
 - b. Technology—submitted the ticket for advisor notes and awaiting the response.

- c. Teacher Education—PSY 302 not being offered this summer, Jon took care of this. Course availability for TESOL is also an issue. No longer having the session on April 24th.
 - d. PDT—micro aggressions common reading is April 24th.
 - e. Advisor Onboarding—nothing to report. Work will continue in the summer.
- VIII. Student Representative Report—just busy 😊
- IX. Other business?
 - a. Alan Lin will be taking the ENG TE advisor position. Bryan Hays will be replacing Alan as the AAC representative.
 - b. Student accounts—can we change the timing of the holds? Or the timing of registration? Holds get placed at 5pm on Friday. Registration opens at 8am on Monday but students cannot work to get their holds removed until 8:30am. When we set registration dates/times for next semester, we should take billing dates into consideration and invite Christie West. Also, need Mark and Bryan at this meeting to discuss scheduling.
 - c. New calendar features are not user friendly.
- X. Next meeting – April 27, 2017

Motion to adjourn Allison, seconded by Brent