

AAC Agenda: April 27, 2017

Present: Megan Baxter, Mindy Kinney, Taylor Lehman, Wendi Whitman, Brent Kane, Jess Ray, Allison Anson, Amelia Noel-Elkins, Alan Lin, Bryan Hays, Danielle Lindsay, Jon Rosenthal, Janet Tulley, Christie West, Mark Lewis

Absent: Kera Tackett

- I. Approval of minutes from April 13, 2017—motion to approve by Wendi, seconded by Brent.
- II. Chair's remarks—none
- III. Secretary/Treasurer Report –Plaque has been ordered.
- IV. Old Business
 - a. 4 year/Transfer Plans of Study—Brian is still working on them.
- V. New Business
 - a. Override request form working group (Brent)—good idea to reconvene the group. AT is working on building the online waitlist in CS. They should be able to test in the 9.2 dev environment and hopefully launch with a limited number of courses for Spring 2018 registration. Override working group will need to discuss how the process is going and how waitlist will impact. Discuss campus override culture. Stacey Meyer has agreed to lead this group again. Bryan Hays would like to join this group as well.
 - b. Registration on Transfer Day (Amelia)—OTS is having a few challenges where students have met with a department advisor/faculty and then sent off to transfer day check-in or Ucollege to get help with registration. Are their alternative methods beyond messaging to solve this problem? Do we set up registration labs? This would add to more problems; rewarding the bad behavior. Really the only solution is to talk to department chairs and faculty members about expectations on Transfer Days.
 - c. ALEKS communication to Transfer Students: chose not to have mass communication to transfer students about ALEKS. There were a handful of students that arrived not knowing about math placement. Was this a widespread problem/concern? Not from AAC's perspective.
- VI. Campus Solutions/Registration
 - a. Registration calendar for Winter Term and Spring 2018
 - i. Danielle distributed a handout with proposed dates for winter term registration and withdrawal process. Email sent to chairs about proposals for winter session courses. Looking at limited increase-> 185-200 student hopefully
 1. Currently proposed to start on Monday, October 9th. This is the Monday following a billing due date. Push registration to Tuesday, October 10th to give students a day to remove blocks before registration opens.
 2. Winter courses are billed as part of the spring semester.
 3. Only students in good standing enrolled for Fall are eligible for Winter term.

- ii. Reviewed Spring 2018 registration dates in regards to billing dates. Only conflict with traditional plan is freshmen registration date overlaps with a billing block date.
 - 1. Currently blocks are for students on the installment plan. Billing is changing and all students will be enrolled in installment plan. Bills can still be paid in full. More targeted language in email reminders about consequences of late payment. Utilize touchnet system, facebook, email, etc. More proactive messages for students on payment plan that has a balance starting a week before the block.
 - 2. Proposed Registration Dates:
 - a. October 13th Transfer Day
 - b. October 16th Priority
 - c. October 17th Grads
 - d. October 18th Seniors
 - e. October 20th Transfer Day
 - f. October 23rd Juniors
 - g. October 30th Sophomores
 - h. November 3rd Transfer Day
 - i. November 7th Freshmen
 - j. Still concerns from Wendi on Ucollege's behalf with delaying freshmen by a day instead of condensing schedule and having them register before the blocks are placed.
- iii. Summer 2018 Update from Danielle. About 10 years ago, we went to more standard session offerings. With the move from in person to online some of these standard sessions have gone to the wayside. We are going to go back to new approved standard sessions. We will not have 3 week May interim classes.
- iv. Automated advisor assignment: department advisors need to lock their students that would normally not be assigned to them before testing to occur.
 - 1. Will the lock prevent a student being removed upon graduation?
Checking into this.
 - 2. List of locked students will be sent to department advisors at the end of the semester asking if locks want to be removed. No response, locks will stay in place.
- v. Advising notes will be launched in CS when 9.2 launches. Appointment manager links will hopefully be in CS in 9.2 as well.

VII. Committee Updates—no updates from committees this week.

- a. Assessment
- b. Technology
- c. Teacher Education
- d. PDT
- e. Advisor Onboarding

VIII. Student Representative Report—no

- IX. Other business? Recommendation to include more information when meeting proposals sent.
- X. Next meeting – May 11, 2017

Motion to adjourn by Brent, seconded by Megan.