

## AAC Agenda: May 11, 2017

Present: Megan Baxter, Mindy Kinney, Allison Anson, Brent Kane, Bryan Hays, Amelia Noel-Elkins, Jess Ray, Janet Tulley

Absent: Jon Rosenthal, Wendi Whitman, Kera Tackett, Taylor Lehman

- I. Approval of minutes from April 27, 2017—motion to approve by Megan, seconded by Brent.
- II. Chair's remarks
  - a. Summer Meetings: Thursday, June 15<sup>th</sup> and Thursday, July 20<sup>th</sup> at 9am.
  - b. Fall Meetings starting Thursday, August 17<sup>th</sup> every other week from 9-10:30am
- III. Secretary/Treasurer Report
  - a. After summer advisor day, we would have approximately \$595.17 left in the budget.
  - b. Currently only cookies and drinks being provided at Summer advisor day. Authorize PDT to spend more and also offer a healthy snack since money remaining in budget.
  - c. Going to also give money to PDT to buy 5 books to be shared for Advisor summer reading program.
- IV. Old Business
  - a. 4 year/Transfer plans of study—Brian sent plans out to Ucollege advisors to review for typos, then plans will go to department advisors for a final proof.
    - i. Jess—building of degree audits for new catalog is also behind right now.
  - b. Registration dates for Spring 2018—no follow-up at this time.
- V. New Business
  - a. Registrar's Calendar—internal documents can be provided if anyone has questions but trying to decide on the best way to publish this information on the website.
  - b. Update on Appt Manager link in My ISU—has been approved to happen but has not been prioritized yet. AT should hopefully be able to go live with advisor notes, appt manager link, and wait list when 9.2 goes live in July.
- VI. Campus Solutions/Registration
  - a. COGNOS will also be going through an upgrade at the same time as CS.
- VII. Committee Updates
  - a. Assessment—working on the data
  - b. Technology—technology and PDT are collaborating on sessions for best practices in terms of note taking ahead of advisor notes going live.
  - c. Teacher Education—done for the year.
  - d. PDT—Summer advisor day and Book program are currently being planned
  - e. Advisor Onboarding—Lots of members but not a lot of direction. Are they responsible for rebuilding the wiki and is this a priority? Plan was to house some of the valuable information on the ACC website. Also, working on new advisor manual in regards to training. Some members are also thinking about the social aspect.
    - i. From AAC, we need to focus on the experience of the new advisor—training and social—for the first month on the job.
    - ii. PDT should be focusing on wiki and continuing training

- iii. Technology committee should take over any future CS training to open up PDT sessions to other training.
- iv. Shared calendar for AAC subcommittee events to make sure there is not an abundance of overlap between sessions. Need to talk to Ryan Denham about the best way to put information on our website...where should it live?
  - 1. To start, subcommittees should send session dates to AAC for approval. Committees should send dates to Soemmer to aggregate the calendars.

VIII. Student Representative Report

- a. Goodbye Taylor!—Class schedule does not allow for Taylor to be student rep next year.
- b. Amelia will talk to Chris about a Peer Advisor Rep.
- c. Mindy will email Jon Davenport about a student representative from SGA.

IX. Other business?

X. Next meeting

- a. May 25<sup>th</sup>: Mindy out, UC Preview Training, will we have a quorum? No. May 25<sup>th</sup> meeting cancelled.
- b. Next Meeting will be June 15<sup>th</sup> at 9am

Motion to adjourn by Brent, seconded by Megan.