

AAC Agenda: June 15, 2017

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

Absent: Jon Rosenthal, Kera Tackett

- I. Approval of minutes from May 11, 2017—tabled since the minutes were not sent out in time.
- II. Chair’s remarks—need new student representatives. Amelia will work on a Ucollege representative. Mindy had previously reached out to SGA with no response although it was finals week. Will need to reach out at the beginning of the school year. Meetings for Fall semester have been sent out.
- III. Secretary/Treasurer Report—we will have approximately \$785 left over in this year’s budget.
- IV. Old Business
  - a. 4 year/Transfer plans of study—4 year plans are live on the website. Transfer plans are next but no specific timeline in place.
  - b. Registrar’s Calendar—6 months’ calendar is available on the website. Can advisors still get the internal one-page calendar?
- V. New Business
  - a. CS 9.2 Training (Amelia/Brent)—Training is shifting to Carla B.’s area in AT. Looking to AAC to take over some of the training. Sent a list of the modules and wants us to delete the items that are no longer needed and then prioritize the other areas. Return this updated list to AT and they will come to our meeting in July to discuss future plans and responsibilities.
  - b. Advisor Notes Working Group (Mindy)—AAC tech highly encouraged the Advising Notes function turned on in CS. Members of TEC and PDT worked together to develop a best practices sheet. Should this document be presented in conjunction with training or should it be sent out prior as a general reminder? Probably should be sent now over the listserv and reviewed again at training.
  - c. Override Form Dates (Amelia)—Crystal and Bryan will be responsible for turning the override form on/off based on the registration calendar. When do we want it turned on each semester? Turned on the first day of active enrollment; leave it open until the 5<sup>th</sup> day of the semester minus winter shutdown. For summer, turn it off on the second day of the last summer session.
- VI. Campus Solutions/Registration—nothing new in the last few weeks.
- VII. Committee Updates--NA
  - a. Assessment
  - b. Technology
  - c. Teacher Education
  - d. PDT
  - e. Advisor Onboarding
- VIII. Student Representative Report—N/A

- IX. Other business? Advising Syllabus.....is it still needed? Are advisors still using it? It is still being covered during Preview but is it necessary? May be a good time to ask campus again. How should this be combined with the career syllabus? Let's talk again at the July meeting. May be nice to have a quick survey of how it is currently being used. Janet Tulley will work on this.
- X. Next meeting – July 20, 2017