AAC Agenda: July 20, 2017

Present: Kera Tackett, Megan Baxter, Mindy Kinney, Brent Kane, Wendi Whitman, Jess Ray, Janet Tulley, Allison Anson, Bryan Hays

Absent: Amelia Noel-Elkins, Jon Rosenthal

I. Approval of minutes from May 11, 2017 and June 15, 2017
    a. May 11th minutes: Motion to approve by Wendi, seconded by Brent. All in favor.
    b. June 15th minutes: motion to approve by Brent, seconded by Megan. All in favor.
II. Chair's remarks
    a. 9.2 Upgrade advising related training materials/documentation (Bryan Gibson)
        i. Bryan Gibson was not able to attend.
        ii. The TEC committee has already reviewed all training topics and reviewed which were specific to advising. Between TEC and Advising Onboarding, they will should be able to update those documents and continue to house them on AAC website. Mindy will follow-up with Bryan Gibson.
    b. Welcome letter from AAC to new advisors—Request from Hope Fine and Advisor Onboarding. Kera will write up a draft letter and share with everyone to review and edit. Approve final letter in August meeting.
III. Secretary/Treasurer Report—$635.09 left in last year's budget
IV. Old Business
    a. Transfer plans of study—Wendi does not believe Brian Aitken will be building these. These plans outline classes once transfer students are here. These plans are more difficult to create since transfer students all start with varying hours/prerequisites. Instead of including mapped out semesters, update current 4 year plans to include just the check-list on the first page. Take out general education and list completion of IAI or Associate's degree. Also, need department advisors to update the 2 year plans that list courses for students to take while at the community college. Kera will check with admissions to make sure they are still using the pre-ISU lists. A solid conclusion has not been reached so topic will be tabled to interim meeting.
    b. Advising Syllabus--tabled
    c. Advising Wiki—was on a server that crashed. Info was not lost though. We do not have a timeline on when it will be back.
    d. Override Request Form – review guidelines (Bryan Hayes)
        i. Would it be okay to leave override request form available until the 10th day of the semester? Yes. Easier to attach with other processes happening in the Registrar's office.
        ii. IT wants to add additional fields to request form. At this time, we don't want to add additional fields the student has to fill in. Bryan will see if LDAP can pull this information.

        iii. A department requested if they had to be on the override request form. Yes, if you are going to allow students to request overrides then you should use the common form.
- e. Update on Student Representative (Wendi)—D'Mayza McClure was recommended from Chris McCombs and Amelia Noel-Elkins and her class schedule allows attendance at fall meetings.

V. New Business
- a. Registration Dashboard--Tabled
- b. Spring 2018 Transfer Days (Amelia)-Wendi shared calendar. We will think about proposed changes and discuss at next meeting.
- c. Annual Review of AAC Constitution--Tabled

VI. Campus Solutions/Registration—there will probably be no read access to CS as previously thought during the upgrade process.

VII. Committee Updates
- a. Assessment
- b. Technology
- c. Teacher Education
- d. PDT—need to get calendar information from Soemer so PDT can schedule their events.
- e. Advisor Onboarding

VIII. Student Representative Report

IX. Other business? Need to schedule additional meeting before start of semester.

X. Next meeting – Plan to schedule additional meeting on August 3rd.