

AAC Agenda: August 3, 2017

Present: Kera Tackett, Megan Baxter, Mindy Kinney, Brent Kane, Wendi Whitman, Amelia Noel-Elkins, Allison Anson, Jon Rosenthal, Jess Ray, Bryan Hays

Absent: Janet Tulley

- I. Approval of minutes from July 20, 2017—motion to approve by Megan, seconded by Brent. All approved.
- II. Chair's remarks
 - a. Welcome letter from AAC to new advisors—some minor additions and the letter is ready to submit to Hope.
 - b. AAC Calendar of Events—Soemmer is willing to keep track of dates of sessions and willing to put on the website. How do we want to collect this information to avoid conflicts? Kera will place a call to subcommittee chairs to have them send dates/times of their sessions. Kera will bring any conflicts to AAC to discuss.
- III. Secretary/Treasurer Report –No report
- IV. Old Business
 - a. Transfer plans of study—Rachel and Sam joined us from admissions for this discussion. The community college advisors do use the 2 year plans that outline what students should be taking at the community college prior to transfer. Complimented by the advisors for having these because we are one of the only universities that provide them. Use the major checklists prepared for our 4 year plans and still provide the major required courses, replace general education with IAI, provide a list of specific prerequisites that should be taken at community college and note which ones count in IAI, and place ** next to courses that are needed for admission to the major. Kera will work with Brian Aitken to develop a template for these transfer planning worksheets.
 - b. Advising Syllabus—54 responses to the survey sent out by Assessment. 75% (40) of responses do not use the syllabus. Currently, some of the checklist items were incorporated into the handout from the Career Center. If the syllabus in its entirety is not needed, the student/advisor responsibilities piece is still useful. Syllabus can remain online and be utilized by those who need it. Keep the responsibilities piece as a part of the Preview presentation, incorporate into the Academic Information Session for Transfer Days, provide a printed copy to all advisors for their offices, and provide an electronic copy to be used with students.
- V. New Business
 - a. Registration Dashboard—this a little known tool available for advisors. Would be great to showcase this so more advisors will use it. Nice to have 15 minutes at Fall advisor day to show how to access and then have a follow-up training session in a computer lab for those who want more details.
 - b. Spring 2018 Transfer Days (Amelia)—Transfer Day on March 30th conflicts with when Admissions would like to have their main Open House Day. Instead of having another

transfer day prior to registration opening (March 19 or 20), we would prefer to cancel that March 30th cancel day instead of moving.

- c. Annual Review of AAC Constitution—need to update the subcommittees portion to include onboarding. Kera will spend time updating that section. Everyone else should review the constitution prior to next meeting to see if any other updates need to be made.
- VI. Campus Solutions/Registration—no updates at this time.
- VII. Committee Updates
 - a. Assessment—No report
 - b. Technology—met with AT with list of training topics. Tech will update the screen shots and those documents will be housed in the AAC website and AT. Advising notes is live now in 9.2. Ucollege will begin implementing and technology will also be developing training documents.
 - c. Teacher Education—August 30th ISBE updates
 - d. PDT—Kate sent out invites for mini-sessions.
 - e. Advisor Onboarding—no report.
- VIII. Student Representative Report—Kera will be asking SGA to appoint a representative. D'Mayza will be the academic peer advisor in the Fall.
- IX. Other business?
- X. Next meeting – August 17, 2017

Motion to adjourn by Brent, seconded by Megan.