

AAC Agenda: September 14, 2017

Present: Megan Baxter, Mindy Kinney, Brent Kane, Janet Tulley, Jess Ray, Wendi Whitman, Amelia Noel-Elkins, Bryan Hays, D'Mayza McClure, Allison Anson, Jon Rosenthal

Absent: Kera Tackett

- I. Approval of minutes from August 31, 2017—motion to approve by Brent, seconded by Mindy. All approved.
- II. Chair's remarks
 - a. Discussion with Arturo Ramirez regarding Advisor Handbook Options: currently materials are stored on EMAS website; Arturo feels this type of information would be better suited for an intranet site which is what several offices from DofS is doing. We do want some of the information password protected but we also want new advisors to have immediate access to the information. Arturo showed some examples. We will be having a couple members of Advisor Onboarding and Technology meet with Arturo to make a final decision that will be used by both committees.
 - b. Advisor Caseload Lists in Cognos (Amelia and Amy Roser): Advisor lists are available in COGNOS. These lists distinguish between majors, minors, etc. Amy did a demo of the reports. Only a small list of advisors currently has access. To gain access, one needs to attend the Intro to Cognos and Student Records training modules. If you have already attended these, you need to still request access to Cognos through the Enterprise Data and Analytics website. They are setting up a training session that is a combination of both of these sessions. Once these dates and times are established, Kera can email an ACC update to notify campus advisors of this opportunity.
- III. Secretary/Treasurer Report—The Fall New advisor retreat has submitted their receipt so we still have \$1,948.72 remaining in the budget.
- IV. Old Business
 - a. Annual Review of AAC Constitution—motion to approve the revisions to the AAC Constitution as written by Brent, seconded by Mindy. All approved.
 - b. Advising Awards Committee Update—tabled until next meeting. Not sure if our COE representative has agreed to be on the committee yet.
- V. New Business
 - a. Known issues with Auto-advisor assignment: Students not registered for this semester will not be coded as inactive until after this semester so they will remain on advisor lists for the current semester. Advisor assignment is ready to be automated...how frequently should it be run? Twice a week was discussed. The report would run Monday and Thursday nights. They will be moving forward with Grad student auto sign now.
 - b. Winter Term – How are courses selected? Brent received follow up from this request after submitting this agenda item. Things taken into consideration: whether or not the course has been taught by the specific faculty member in the past, is the course a general education, is the course in high demand, etc.
- VI. Campus Solutions/Registration

- a. Concern that different dates for Winter session registration were posted in various places. That is currently being corrected.
 - b. Fluid environment: Bryan is still collecting examples of issues, a decision about Fluid going back up has still not been made.
- VII. Committee Updates
 - a. Assessment—still working on qualitative data and a report will be written in the future.
 - b. Technology—have not met since our last meeting but they are working on training materials and the intranet site being shared with onboarding
 - c. Teacher Education—next session is September 27th; will be pertinent to secondary ed (TCH 216) and PDS programs
 - d. PDT—another mini-session has been sent out. Fall advisor day is tomorrow.
 - e. Advisor Onboarding—lunch for new advisors was last week, very good discussions were had.
- VIII. Student Representative Report—no report
- IX. Other business?
 - a. Jess: the e-directory is no more.
- X. Next meeting – September 28, 2017

Motion to adjourn by Wendi, seconded by Mindy.