

AAC Agenda: September 28, 2017

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

Absent: Jon Rosenthal, Amelia Noel-Elkins

- I. Approval of minutes from September 14, 2017—motion to approve by Wendi, seconded by Brent. All approved.
- II. Chair's remarks
 - a. Updated constitution has been posted online.
 - b. Academic Advising Awards Nomination Deadline: We were hoping to have the call out for nominations in September so Kera will be working with Jon to have this done very soon. Deadline last year was second Friday in November if we go with this same deadline it will be November 10th. All agreed this sounds good again this year.
 - c. Advising Awards Committee Update: Hope Fine, Clint Smith, Brian Aitken, Jody Decremer, Maureen Smith, Liz Chupp, and Stacey Meyer have all agreed to serve on this committee
- III. Secretary/Treasurer Report: still waiting on receipt for pizza from Fall Advisor day
- IV. Old Business
 - a. Transfer Plans of Study—Megan attended Community College Counselors' Day to get feedback on our samples. Their biggest feedback was to notate in some way the courses from the major that could be taken at the community college (ex ACC 131). They would like some statement about IAI and associate's completion—nominated Jess to come up with Registrar language that could be included on all plans. Also, recommended more details for CAS foreign language requirement listed out. Will take some of these suggestions into consideration. Our next step is to decide who will be the lead on updating these plans of study. We will need one person to develop the mock-ups that can then be proofed by departments. Could we have Peer Advisors at least cut and paste IAI over Gen Ed in the 4 year plans? Yes, but everyone's timeline is getting busy with registration. Peers could easily do this work in late November to then be sent out to departments in December for review.
- V. New Business
 - a. Registration Dates—Fall breakdown will be established at a Registrar meeting tomorrow and should be sent out shortly. Freshmen registration should start on a Tuesday to give students another day to clear any billing holds on their account. Future registration dates will be discussed when Mark can attend an AAC meeting.
- VI. Campus Solutions/Registration—Bryan is meeting next week to talk about Fluid and Spring Registration. He is inclined to say it will not be ready in time so no need for advisor training since all registration links will direct students to classic.
- VII. Committee Updates
 - a. Assessment—committee has met and still waiting on quantitative results. Working on a report based on qualitative resorts that will be submitted to Jon first.

- b. Technology—Technology and Onboarding had a joint meeting with Arturo to discuss intranet. Technology as a whole is meeting today to get updated on this option. Seems like it has a lot of great features. Registrar’s office is also looking to use this intranet option.
 - c. Teacher Education—session yesterday on secondary ed. Next session is November 29th and will talk about ROEs.
 - d. PDT—Effective Time Management session is next week.
 - e. Advisor Onboarding—main goal was manual which is complete for the time being. Going to focus on welcoming new advisors when they start. No upcoming activities planned.
- VIII. Student Representative Report—no report
- IX. Other business?
- a. Wendi—would there be value to having an advising 101 type session for faculty at the CTLT symposium in January? Every department is so different that it would be difficult to have a general session that educates faculty about the override process, etc. However, there has been a change in language used on campus (ex. permit vs override) that may be beneficial and is tied to the literacy theme of the symposium.
 - b. Mindy—Issues with appointment manager. Since the issue is transient, it is difficult for the tech folks to handle because they can’t imitate it. Best course of action is contact Todd Smoak.
 - c. Mid-HEUG conference is October 12-13. ISU will send representatives. Bryan will send out agenda so we can see if there are sessions that we want ISU reps attending.
- X. Next meeting – October 12, 2017

Motion to adjourn Megan, seconded by Mindy