

AAC Agenda: October 12, 2017

Present: Kera Tackett, Megan Baxter, Mindy Kinney, Brent Kane, Janet Tulley, Amelia Noel-Elkins, Bryan Hays, D'Mayza McClure, Allison Anson, Jess Ray, Mark Lewis

Absent: Jon Rosenthal, Wendi Whitman

- I. Approval of minutes from September 28, 2017—motion to approve by Brent, seconded by Megan. All in favor.
- II. Chair's remarks
 - a. Registration Dates – Mark Lewis
 - i. Reviewed calendars through Spring 2019. Discussion on pros/cons of start date for Fall 2018 registration—do we want to keep the gap week between spring break and registration again? Taking into consideration the scheduled transfer days, we are going to keep the gap week this year. Next year, survey and revisit this next year.
 - b. AAC Nominations and Election – November
 - i. Call for Nominations: November 1-10th
 - ii. Deadline for Nomination statements: November 17th
 - iii. Voting: November 27th-28th
- III. Secretary/Treasurer Report: No report
- IV. Old Business
 - a. Transfer Plans of Study
 - i. Kera updated each plan to include IAI.
 - ii. Feedback from Mindy, Brent and Megan.
 1. Felt it was an easy process and department advisors shouldn't have issues updating their own plans.
 - iii. Timeline: These should go out when 18-19 catalog edits so it can be done at the same time. Registrar already sent out initial emails for edits with due date of December 4th. Kera sent the mock-ups to Mindy, Brent, and Megan through snail mail. Is this the best option? Yes, harder to ignore snail mail. Email reminder can go out as well; attach sample to this email reminder. Goal to have packets mailed to Departments by November 4th.
 - iv. Who is going to update them once the templates are ready to go? Tabled for now.
- V. New Business
 - a. Deficiency Statements – Brent
 - i. Timing of statements being sent on Fridays after 4:30 and going to both advisor and student at the same time. Can it be sent to advisors first? With this new system, it's an all or nothing notification. Part of the timeline is due to work load of evaluators. Can the process be revisited? Yes, the discussion can happen but needs to include Theresa and Dani. Grad lists will no longer be sent but available in COGNOS. A reminder to advisors next semester that this is

where the list will exist. Maybe an email reminder right before preliminary audits to remind advisors to review their graduates to help prevent some deficiencies. Also discovered that fluid registration impacted degree audit and probably caused some extra deficiencies this time.

- b. Courses with the double asterisk** - Mindy
 - i. Noticed that IDS 121 is listed in the Language in the Humanities section as IDS 121A**. Some students see ** and think the course is also an AMALI course. ** cannot be changed in CS but we can change the notation in the catalog. It will cause a change in vocabulary for advisors.
- c. Advising Service Indicator – Megan
 - i. Can department advisors have the ability to add a registration block to certain students that really need to have an advising appointment? (A department version of the 75 hour block.) Developing a new service indicator is not really an option; need an extensive case about why this is necessary. The Registrar's office has a block that could be placed on a case by case basis for an advisor if truly needed; prior communication from the advisor and department chair would be needed.

VI. Campus Solutions/Registration

VII. Committee Updates—No updates due to time constraint

- a. Assessment
- b. Technology
- c. Teacher Education
- d. PDT
- e. Advisor Onboarding

VIII. Student Representative Report—No update

IX. Other business? Amelia announced that the process to implement an electronic waitlist is starting. Would probably start with a soft launch of COM 110 and ENG 101. There is a way to manually manipulate the waitlist.

X. Next meeting – October 26, 2017

Motion to adjourn Megan, seconded by Mindy