

AAC Agenda: November 9, 2017

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

Absent: Mindy Kinney

- I. Approval of minutes from October 26, 2017—motion to approve Megan, seconded by Brent. All in favor
- II. Chair's remarks
 - a. Graduation deficiency statements and summer registration timeline – Danielle Lindsey
 - i. Summer registration dates starting in February again (February 12). Gives the provost more time to potentially add additional sections of courses if in demand. Going to keep the same structure this year as last and evaluate the process again for next year. Things to consider for the future is a condensed registration breakdown so all students still get a registration date before Spring Break but Summer Registration can start later in February.
 - ii. Graduation deficiency—can the deficiency statements go to the advisor first, then delayed notification to students? Danielle looked into and it appears that a staggered email can be sent—3 days between advisor and student notification. Advisors will get a notification next semester prior to preliminary audit as well so advisors can review their graduates before deficiency notices are sent.
 - b. Elections—about 11 nominations so far...3 have accepted the nomination so far.
- III. Secretary/Treasurer Report –extra money requested to cover Town Hall catering; Jon will ensure the extra money can be covered in AAC budget.
- IV. Old Business
 - a. Transfer Plans of Study Update—all packets have been sent out and 2 have been returned so far.
- V. New Business
 - a. Advising websites (Janet)—There is not much consistency on the advising pages across departments on campus. A good idea to develop standards of minimum information that should be included on advising websites. Janet will work on a draft of these standards.
 - b. Gen Ed capacity—Jon has a meeting to discuss additional need. Math and ENG/COM for upperclassmen are current concerns.
- VI. Campus Solutions/Registration
 - a. Shopping Cart access for students on probation—yes this was a problem. Shopping cart will be going away in fluid so not sure if this issue will come up again until the next winter term/spring registration. If we are still using shopping cart, Bryan will look into seeing if the shopping cart availability date can be detached from the enrollment availability date.
- VII. Committee Updates

- a. Assessment—no report
 - b. Technology-No report
 - c. Teacher Education—upcoming session with ROE
 - d. PDT—Town Hall will be in December
 - e. Advisor Onboarding—advising intranet does exist. Currently a portion of onboarding and technology committee members have access to update the intranet.
- VIII. Student Representative Report—no report
- IX. Other business? Known issue that when advisors are adding a minor, the major is being deleted due to user error. Every change to PPD shows on student’s transcript so if there are issues with adding second majors or minors, there is a staff member in the Registrar’s office that can correct history. Kera will send out a reminder on how to properly add majors/minors.
- X. Next meeting – December 7, 2017

Motion to adjourn by Megan, seconded by Wendi