

## AAC Agenda: December 7, 2017

Present: Kera Tackett, Megan Baxter, Mindy Kinney, Jess Ray, Allison Anson, Brent Kane, D'Mayza McClure, Wendi Whitman, Amelia Noel-Elkins, Janet Tulley, Bryan Hays, Cassandra Cronin, Clint Smith, and Hope Fine

Absent: Jon Rosenthal

- I. Approval of minutes from November 9, 2017—motion by Mindy, seconded by Brent. All approved
- II. Chair's remarks
  - a. Welcome to new AAC members—Cassandra, Clint, and Hope!
- III. Secretary/Treasurer Report—extra money in the budget due to no Herb Sanders banquet.
- IV. Old Business
  - a. Transfer Plans of Study Update—only missing about 7 plans of study from schools/departments. Now, it needs to be decided who will be updating these plans. Also, need to formulate a plan on how/when the four year plans and transfer plans will be updated and maintained. Jess and Amelia will talk and determine a plan of action. Amelia will be contacting those that still need to submit.
    - i. Plans that are currently posted can be updated by contacting Web; online formstack form.
- V. New Business
  - a. Advising Awards –No recipient for the Herb Sanders award or Advising Advocate due to lack of nominees. The awards committee however would like to give the New Advisor award to two recipients. AAC is not opposed to two recipients; Kera will notify Danielle Lindsay.
    - i. Is the problem the timeline? The nomination process? Reminder emails? A combination of all three. Next year, we will leave as is with additional reminder emails. If we still don't have nominations, then the process will need to be adjusted.
  - b. 17 hour default maximum –Had a discussion on why the limit is 17. Who should be granting these overrides (Honors, Athletics, minor, etc) and do departments have GPA policies?
    - i. Data: 3700 students have gotten an hours' override since switching to CS. Of those students, 300 have WX'ed or failed a class.
    - ii. Ucollege, KNR, and FCS uses 3.0 GPA; Fine arts has specific GPAs for 18, 19, and 20 hours per semester. Is it best practice for departments to have these guidelines?
    - iii. Amelia will ask Honors about their practices.
  - c. Auto Advisor Assignments—Wendi thinks she has a way to show both students who haven't registered for the upcoming semester as well as new transfer students through auto advisor assignments.

- i. Starting on the 11<sup>th</sup> day of the semester, we would like the inactive students to no longer show on advising lists.
  - ii. When do we want graduated students to disappear from the list? After degrees are conferred.
  - iii. Freshmen to sophomore transition— as currently set auto process would run after grades post and students would be auto-assigned to department advisor.
    - 1. Pause this process from Spring to Fall on the day grades post until June 1<sup>st</sup> so Ucollege can do grade checks/schedule checks. Fall to spring, process should be paused on the grades post until the University reopens in January. The process shouldn't run on summer term.
- VI. Campus Solutions/Registration—there is a solution to one of the problems with fluid but for now fluid registration is still not showing in degree audit.
  - a. The online waitlist is still in a learning process to see if it will work on our campus. We will pilot with SOC/ANT for Fall registration to see how the process works.
- VII. Committee Updates
  - a. Assessment—no meeting because data has not be returned.
  - b. Technology—met and discussed online waitlist; they had open lab hours to help with advising notes. Mindy will have open lab hours next semester to showcase advising dashboard. Request to add registration date to the info that shows in MY.
  - c. Teacher Education—had a meeting last week with ROE. Next session will be in Spring. Clint Smith and Heidi Doddek will be the new co-chairs for next year.
  - d. PDT—everything is finalized for Town Hall. Sarah Dolan has taken over as chair since Julie is out. Starting to plan for Spring Advisor Day.
  - e. Advisor Onboarding—meeting today.
- VIII. Student Representative Report—no report
- IX. Other business
  - a. Discussion of Success Week.
  - b. Establishing a meeting time for Spring 2018—same as this semester, EO Thursday 9-10:30am starting January 11<sup>th</sup>.
  - c. Chair and Secretary/Treasurer for next year
    - i. Chair—Allison Anson
    - ii. Secretary/Treasurer—Clint Smith
- X. Next meeting – January 11, 2018

Motion to adjourn by Wendi, seconded by Mindy