

Present: Jon Rosenthal, Janet Tulley, Hope Fine, Brent Kane, Wendi Whitman, Derek Sieg, Amelia Noel-Elkins, Jess Ray, Bryan Hayes, Clint Smith

AAC Agenda: May 3, 2018

- I. Approval of minutes from April 19, 2018
  - a. Clint sent out a corrected draft that was approved by Brent, seconded by Derek.
- II. Chair's remarks
  - a. Tabled – Allison was absent.
- III. Secretary/Treasurer Report
  - a. Budget remains the same. Estimated \$500 unspoken for that can be repurposed.
  - b. All notes have been sent to Soemer Simmons in PDF format and should be uploaded soon.
- IV. Old Business
  - a. Registration Survey
    - i. Survey asked advisors if we should continue waiting a week after spring break to start fall registration. Out of 40 responses, 7 wanted to start registration immediately after we return from spring break. 33 wanted the one week wait. We will continue with the 'wait one week' schedule.
    - ii. A number of people want to be included in the affiliated group to represent protected populations. Some of the responders want more information about the initiative before making a decision. Brent will pass the names on to Wendi.
  - b. Transfer Plans
    - i. Jess sent out an email on 5/2 to all chairs asking that they confirm or reconfirm who in their department/school is responsible for updating plans of study. Responses are coming in. Once we have that info, Dani Lindsey has graciously agreed to take approve catalog changes for 18/19, to make changes on checklist. The designated school/department person will then be responsible for making any necessary edits to 4 year plans of study based on any curricular changes that may take place. Changes need to be submitted by May 23 to ensure plans have been updated on the majors website before Preview begins.
    - ii. Two year plans are close to completion. Soemer Simmons is working with Dani Lindsey to take any changes to minors and updating minor checklists to resemble same format of new plans of study. She will check them with Brian Aitken in University College.
- V. New Business
  - a. Teacher Education info in CS—Troy Hinkel
    - i. Ryan Goff and Troy sent out stapled packet to listserv to show how to view student clinical hours. There is also a tutorial on the COE webpage. We can eliminate the related content query since it is now obsolete.

- ii. The milestones will still be in CS Student Center for anyone who is teacher education. They are looking into making milestones into an expandable box. It can also be moved below the 'Enrollment Dates' and 'Advisor' boxes. Jess Ray will take point on moving these pieces. We should still keep 'Holds' and 'To Do List' at the top. There is also a separate Teacher Ed form that Troy would like to keep at the bottom.

b. AT Survey—Amelia and Jess

- i. In production support meeting on Tuesday, Todd Smoke was giving a heads up on responses. Number of the complaints are about campus solutions. A number of them (no specific details) clearly came from advisors who are frustrated with CS. AT has worked hard to improve things for advisors specifically in CS. Do we think AAC could play a more active role in helping advisors understand what has occurred and encourage them to use the resources that have been provided. Could we send bullet points that address key concerns? This can help us connect advisors with these new tools and find ways to improve them.
- ii. Can we include this in summer advisor day? Hope - many advisors are not on campus for the summer, so they would miss these important updates. Planning on those for fall topics when advisors will be on campus.
- iii. We are also looking at proceeding with the advisor intranet Arturo has given go-ahead.
- iv. We are opening an RFP for a degree audit system. Wendi and Brent are working on advisor homepage instead of using MyAdvisees, which has been slow.
- v. Advisors are experiencing difficulty with the tools that result in poor information, which is a compromise of integrity. This frustration may be creating animosity with AT. We need to let advisors know about things like the RFP and other measures that are on the horizon. Can we make this a focus on Fall Advisor Day?
- vi. How do we reach people who don't attend trainings? Registrar has mandatory training that he is required to complete for things like ISBE webinars once a year. Can we incorporate trainings to retain access to secured student data?
- vii. Jon proposes Jess, Amelia, and Jon talk about this and include associate deans who have oversight over advisement. This would not be an AAC initiative.
- viii. Fall Advisor Day ideas – rotational conference style to accommodate computer work. Offline conversation, increased promotion/communication to advisors.
- ix. It is possible to set up a 'tile' in CS that links to the advisor dashboard. An advisor homepage with external links was suggested by Bryan Hays. Wendi and Bryan will communicate with Kristen Grimes. We should communicate with web to make sure everyone is aware of changes.
- x. Change management has been an issue. Can this be incorporated into PDT?

VI. Campus Solutions/Registration

- a. Working on fluid. They are currently scrubbing student accounts in tests. Advisors will be getting a duplicate of fluid student registration. Refer to it as 'impersonate' to keep the language consistent with previous impersonate functions. It will allow advisors to view the registration process as a student would.
- VII. Committee Updates
  - a. Assessment
    - i. Reviewed survey results and the overview is that it was similar to last years. They are working on final stages of directors and chairs survey. Assessment with then move on to advisor survey. Will not make any modifications to the survey instrument.
  - b. Technology
    - i. No report.
  - c. Teacher Education
    - i. Hosted final session of the year. We had 17 attendees. Attendance typically lingered around 12 – 15 this year. We will be focusing on assessing ways to increase attendance, including possibly changing dates/times of the sessions.
  - d. PDT
    - i. Summer Advisor Day is set. 11 – 4 at the Cultural Center.
      - 1. Can infuse change management?
    - ii. Looking at topics for summer book club. May combine texts.
    - iii. Fall advisor dates at Alumni Center – many Fridays are already booked. College of Business computer labs should be open on Fridays since they don't hold classes on Fridays.
    - iv. Possible items for fall advisor day: parent service, degree audit, course finder.
  - e. Advisor Onboarding
    - i. Wendi will send list of new hires to Brent. Brent will watch for departmental hires.
- VIII. Student Representative Report
  - a. Not report. Student representatives were not present.
- IX. Other business?
  - a. 3634 enrollment deposits as of 5/2. Anticipating 3500 coming through Preview. Having meeting on May 17 to talk about gen ed course availability. 2157 Preview reservations. Up in preview reservations day-to-date. 3634 is just 45 off from fall of 2014, which is the last large class. Grad students are up. Raw numbers of transfers attending transfer days are up from last year.
- X. Wendi motions to adjourn. Brent seconds.
- XI. Next meeting – May 17, 2018