

Present: Allison Anson, Wendi Whitman, Brent Kane, Derek Sieg, Janet Tulley, Clint Smith, Bryan Hays, Amelia Noel-Elkins, Jon Rosenthal, D'Mayza McClure

## AAC Agenda: November 8, 2018

- I. Approval of minutes from October 11, 2018
  - a. Wendi approves, Brent seconds.
- II. Chair's remarks
  - a. AAC Election—establish dates
    - i. Put out call for nominations next week.
    - ii. Election runs week after Thanksgiving.
      1. 26<sup>th</sup> – 28<sup>th</sup>
    - iii. Invite new people to December 6<sup>th</sup> meeting.
    - iv. Brent and Allison will complete the FormStack.
    - v. Replacing Brent, Allison, Wendi.
      1. Special Pops, University College, Department/School.
- III. Secretary/Treasurer Report
  - a. No changes
- IV. Old Business
- V. New Business
  - a. Registration closing dates—Clint
    - i. Closing per the calendar.
    - ii. Admissions will be reminded.
  - b. Petitions
    - i. Typically they are completed a few months out.
    - ii. They are going in earlier than past semesters, but typically not until graduation audits begin.
    - iii. If we go to a new degree audit, the exception process will change. Currently, exceptions require a lot of work. The timeline may be totally different with a new audit system. This is one of the things that they are looking for.
- VI. Campus Solutions/Registration
  - a. Milestones—Brent
    - i. COB continuance milestones have to be manually updated from completed to not completed if students do not satisfy their requirements.
    - ii. Could be set to “In Progress” instead.
  - b. Fluid registration is officially in production. It is hidden from students, but advisors and student workers can be given access if they would like to try it out. Troubleshooting some found issues.
  - c. The new version of Course Finder will go live within next few weeks. It is a new search function that has a new set way of pulling data which is more accurate. Will import

catalog information (course descriptions, credit hours). We are looking into the possibility of registering directly from Course Finder. Bryan Hays can set up people who want to do access fluid.

- d. Jon and Amelia have a meeting today that has an agenda item asking should we be nudging academic schools and departments towards using waitlist in CS as opposed to paper list.
  - i. How has the info on waitlist been disseminated beyond advisors? We are not sure that it has. Per Bryan, it was not widely announced while we were piloting the feature.
  - ii. Lecture/lab waitlists are going to have issues because you can not put multiple lectures on a waitlist. Amelia worked with a school that has their lecture/labs paired up in a similar manner to ISU's and they had success with wait listing multiple labs.
  - iii. Departments would need to contact Crystal. Can be done per course/per section.
  - iv. Overrides can still be issued so that high-hour students with a registration block can be given an override instead of being skipped on waitlist in favor of a low-hour student who really doesn't need the class to graduate.
    - 1. Brent Kane lowers the caps on courses in the COB so that they can make sure that high-hour students are getting into the classes they need and not losing spots to lower-hour students who don't need the class that particular semester.
  - v. If we get word out early on the waitlist option it may be possible for summer/fall.
    - 1. Each class has to be set to waitlist individually. The Registrar has to go in and make changes.
  - vi. Should we target specific departments/schools in waves of communication before we mass-email everyone? Bryan feels it should be a little easier.
  - vii. Can we turn on the waitlist for all classes, but set it to zero?
    - 1. Would create a lot of extra work because there are so many courses who will never fill.
  - viii. Amelia is willing do individual out-reach to a few selected departments/schools to talk through the waitlist and talk about possibly doing a trial run.

## VII. Committee Updates

- a. Assessment
  - i. Working on assessment to survey academic advisors about advisement.
- b. Technology
  - i. Working on January fluid training session.
- c. Teacher Education
  - i. Next session is the Wednesday after Thanksgiving Break. Invites going out soon.
- d. PDT
  - i. Having a Common Reading today about free speech on college campuses.

- e. Advisor Onboarding
    - i. No updates at this time.
- VIII. Student Representative Report
  - a. No report at this time.
- IX. Other business?
  - a. IAI is not counting CHE 110 by itself. The registrar is looking into possible fixes.
  - b. Academic Senate Updates
    - i. Students are interested in a multicultural center that brings in aspects of advising and tutoring.
    - ii. There will be slight changes to the tuberculosis policy in regard to the timing of when blocks go on. These will possibly be added on 10<sup>th</sup> day.
- X. Next meeting – December 6, 2018
- XI. Motion to adjourn – Wendi, Seconded by Brent