

AAC Minutes: January 25, 2018

Present: Brent Kane, Wendi Whitman, Amelia Noel-Elkins, Janet Tulley, Jess Ray, Bryan Hayes, D'Mayza McClure, Hope Fine, Clint Smith, Cassandra Cronin

Absent: Jon Rosenthal

- I. Approval of minutes from January 11, 2018
  - a. Motion to approve by Wendi, seconded by Brent.
- II. Chair's remarks
  - a. Transfer Day Program Advisory Committee Update
    - i. ISU is looking into adding a late transfer day before fall and spring. A Formstack will be sent out to gather information from advisors across campus.
- III. Secretary/Treasurer Report
  - a. Anticipated balance after Twin City Awards, Spring New Advisor Retreat, Spring Advisor Retreat, Summer Advisor Retreat and ILACADA is \$585.
- IV. Old Business
  - a. Transfer Plans of Study Update
    - i. Waiting on one last department.
    - ii. Danielle Lindsey will move the info into the new format.
  - b. Update on Appointment Manager link in CS
  - c. Names linked to generate an email. Can't embed AM Link in name, link will be to the right of the advisor name per the graphic below
  - d. Going into production on January 31<sup>st</sup> in the Student Center
  - e. All minor advisors will be listed. We can remove this later if it creates issues.
  - f. Should this conversation escalate? Understandable that advisors with large caseloads do not have time to meet with minors, but this is a problem. How would it impact retention?
  - g. Is there a way to delegate a specific time that minors can see their advisor on the minors checklist?

Academic Program    Education Undergraduate  
Major                  Special Education BSSED

| Advisor Name   | Phone        | Schedule an Appointment |
|----------------|--------------|-------------------------|
| Megan Baxter   | 309/438-2314 | Schedule an Appointment |
| Janet Caldwell | 309/438-2959 | Schedule an Appointment |
| Jane Koscielak | 309/438-5133 |                         |

Cancel

- V. New Business
  - a. Subcommittee Membership
    - i. Brent received responses. One AAC member is on each subcommittee.
      - 1. Education - Heidi Doddek and Clint Smith are co-chairs

2. Technology – Patrick McNulty & Alan Lin are co-chairs
  3. Professional Development & Training – Sarah Dolan is the chair.
  4. Advisor Onboarding – Hope Fine is the chair
  5. Assessment – Janet Tulley is the chair
- b. Auto-assignment/Transition from UC to Department
    - i. Hope mentioned an advisor was concerned about not being able to tell who the new their new advisees are after the transition. Bryan said we can find this in Cognos. It can be run based on effective date. That data was not built into the framework originally. Rachel and EDA will have to build it specifically. Advising dashboard is coming soon. It should be in production by Spring Advisor Day.
  - c. ALEKs statistics
    - i. Amelia and Amy Roser pulled mid-term grades and compared it to distribution. They pulled final grades and compared it to the ALEKS score. Generally, it looks fine. Cheating does not seem to be widespread because of the distribution.
    - ii. We are looking into proctoring if score doesn't look right. Online proctoring has the student on a web cam, must show their face and their ID. Or it can be recorded. Keyboard monitoring is also possible, but students could use their phones. Fee would be associated with this.
    - iii. If you suspect a student of cheating, you can report it. It is an SCCR violation, breach of code of conduct. Can send students to Testing Services to proctor. There is currently no additional cost for proctoring in testing center.
  - d. Advising Notes—Documentation Requirements
    - i. What are the overarching legal guidelines? Are we required to keep a physical document even though it has been scanned? Amelia will run this by Sam Cantanzaro in the Provost Office. We are required to keep academic records for 5 years, financial records for 7.
- VI. Campus Solutions/Registration
- a. We have a ticket in with Oracle about processing speed. Oracle is looking into possible solutions.
  - b. We are piloting the waitlist function for the summer with ACC 131 and ACC 132.
  - c. Summer appointments will be built on Friday, Jan 26
- VII. Committee Updates
- a. Assessment will be meeting Monday, Jan 29
  - b. Technology will be meeting after AAC is finished.
  - c. Teacher Education – Troy Hinkel will be sending updates on ePortfolio and the new page to help students track clinical hours.
  - d. PDT – Met Tuesday, Jan 23. Spring advisor day is Feb 2<sup>nd</sup>. Its ready to go.
  - e. Advisor Onboarding – Lunch & Learn on Wednesday, Jan 31
- VIII. Student Representative Report – No report
- IX. Other business?
- a. Fall 2018 registration will begin the week after we return from spring break. A Formstack will be sent out in April/May to get input on future changes.

- b. Registration will continue to be front-loaded on the fall. Everyone in the specific class standing will register at the same date/time. Maintenance issues caused the crash last semester, not the front-loading.
- c. Registrar finished the December graduation candidates. 1023 applicants, 874 degrees awarded. 19 denied. The rest are missing 1 or 2 things or applied for an earlier term than what they should have.
- d. Registrar is currently working on petitions. There were 698 in the system in mid-January. After about 5 days of straight-processing, they are down to about 100.
- e. An Student Government Association member reached out to Amelia. SGA has not sent a representative to AAC for the last 10 years. Senator Joe Standridge does not have class during our meeting times. He will speak to SGA leadership to make sure they are comfortable with him in this role. No objections from the AAC committee. It is in the bylaws.

X. Next meeting – February 8, 2018

Motion to adjourn by Kane. Seconded by Hope.