

AAC Agenda: February 22, 2018

- I. Approval of minutes from January 25, 2018
 - a. No corrections. Wendi approves, Brent seconds.
- II. Chair's remarks
 - a. Transfer Day Fall Dates Update
 - i. October 12th TDP for fall has been cancelled. Finalizing potential of a December TDP. Possibly Dec 7th. December TDP will not be advertised until end of October. We encourage all advisors to push incoming transfers to earlier transfer days.
 - b. New Member
 - i. Joe Standridge, sophomore, SGA senator.
- III. Secretary/Treasurer Report
 - a. \$992.59 remaining in budget
 - b. This cannot roll over from year to year.
- IV. Old Business
 - a. Transfer Plans of Study Update
 - i. Danielle Lindsey and Kera Tackett are working on this with Allison Anson.
- V. New Business
 - a. Blanket Subs—Brent
 - i. How are blanket subs used? A new course was offered before it was included in the catalog. Would it be appropriate to use a blanket sub to have this new course satisfy a degree-required major elective before the next catalog is in effect, as opposed to having to submit individual petitions?
 - ii. Blanket subs can't be used to bypass curricular process. They receive more scrutiny than individual petitions. Should be addressing the need for a blanket sub through curricular process. In this case, it would be ok, but should not be encouraged.
 - b. Midterm Grade Reports—Hope
 - i. PDT was discussing ways to get this information without receiving numerous emails. Would an excel sheet sent once a week be possible? Students have also said that they are sometimes only based on one or two major grades.
 - ii. Excel spreadsheet would require a programming change by Rob Dwyer. Amelia would have to check to see if this is possible. Can look into once-a-week emails. Trio and Athletics would want them immediately, though. UC uses them extensively for out-reach, retention, and promoting the Visor Center.
 - iii. There is a change request in to attempt auto-import data from ReggieNet. The hope is that it will be in place by fall. It will depend on accuracy of ReggieNet.

- iv. Rachel Hart is working on pulling mid-term grades into advisor dashboard in Cognos.
 - v. The emails are coming directly after they are submitted by the instructors. As a best-practice, Cassandra Cronin has a folder in her inbox that she routes them to. You can use a filter/rule to keep them from filling inbox. ReggieNet import will only import the grade unless faculty member adds a comment.
 - vi. Students do not get the instructor comments.
 - c. Major change notification—Cassandra
 - i. UC – adding advisor to admittance and denial emails? The advising report that is in development could be a solution for this. Wendi will follow-up with Rachel Hart.
 - d. AAC Assessment 2017 Survey Summary—Janet
 - i. See attached report.
 - ii. Take recommendations to UC/Career Center Working Group and 5 Year Working Group. Deans and Department Chairs. Jon Rosenthal has seen it.
 - iii. Previously polled more than just students. Advisors, dept chairs, deans, etc. This hasn't been done in many years, but we are open to doing this again.
- VI. Campus Solutions/Registration
 - a. Fixed one of 2 critical issues with fluid; the Issue where course would not show up properly in the prereq or ADB. They are still working on staff not being able to see fluid enrollment requests. We are waiting on Oracle. Haven't heard any major problems with summer registration. Waitlist hasn't been utilized yet. Its running, but courses have not filled yet.
 - b. AT is aware of slowness that is occurring. This is a bug Oracle has been aware of. Ryan Grasse in AT is looking at work-arounds. Accessing same info from different screen where slowness will not occur. Working with Ryan Gray and Wendi.
 - c. Asked about possibility of creating work center inside CS that pulls info from all needed areas into one area. Or a transcript evaluation dashboard in Cognos. Jess and Brian have had meetings in the past. Open to looking into it again.
- VII. **Committee** Updates
 - a. Assessment
 - i. 2018 survey has been launched. Will close at end of the month. Dropped IRB. Will not be able to be used for public research.
 - b. Technology
 - i. Meeting today.
 - c. Teacher Education
 - i. We will be sending out a survey to find a different date or time to hold our meetings since Wednesdays are getting busier with other campus activities.
 - d. PDT
 - i. Met last week with new members last week.
 - e. Advisor Onboarding
 - i. Lunch with new advisors and mentors where they discussed Project Success.

VIII. Student Representative Report

- a. Is the new website helpful for finding major? Joe has received feedback on both ends.
- b. Is it beneficial to have program to help with undeclared students? We used to have a Major Fair. This was well attended at first, but turn out later dwindled. It was an all-afternoon event. Eventually advisors were only getting two or three students.
- c. Can we target students using Career Center resources? This can be an item for University College Career Center Working Group. Their first meeting is March 30th. UC is also looking at integrating career piece into Preview. Also looking at a new first year seminar that integrates academic exploration and career development.
- d. Joe suggested students signing up for a series of structured events. Incentive for showing up? Cluster majors together to also help promote cross-curricular? The committee will think of ideas and revisit this at our next meeting.

IX. Other business?

- a. How did winter term go?
 - i. Dani is working on assessment. New grade submission went well. Good feedback from faculty.
- b. There was technical issue with Dean's List.
 - i. It is fixed. Dean List is posted now.
- c. Is it possible to get Cognos with data in advising dashboard?
 - i. Not yet. A part of Cognos is not exportable, per Rachel, because of the way it is put together. Can not be exported into a spreadsheet the way it is. A PDF report may be able to get a snapshot. Answer now is no. May change.

X. Next meeting – March 8, 2018

Brent motioned to adjourn – Wendi seconded.