AAC Minutes: April 5, 2018

Present: Cassandra Cronin, Janet Tulley, Amelia Noel-Elkins, Wendi Whitman, Jess Ray, Bryan Hays, Brent Kane, Allison Anson, Clint Smith

I. Approval of minutes from March 8, 2018
   a. Wendi motions, Brent seconds.
II. Chair's remarks
   a. Brent volunteered
III. Secretary/Treasurer Report
   a. No report
IV. Old Business
   a. Course finder update—Bryan Hays
      i. Talked with web and most of the things we asked for were deemed possible. Some are already done, more are in the pipe. Prereqs will show up for all courses, indicator in thick colored bar for major blocks, honors blocks, prereqs enforced on each applicable sections. Graduate courses at 300 level will also show up in course finder. Search function license that we have is expiring this summer. Getting a new one. Can share feedback with Bryan Hays or Adam Julien.
      ii. Starting a project this afternoon to update the prereqs.
V. New Business
   a. Discussion CS and Advisor Morale – Ron Gifford
      i. Time it takes for CS to process is leading to a more prescriptive model. Less time to work with students.
      ii. Advisor Dashboard in Cognos is not being as widely used.
      iii. AAC Tec and Registrar Staff are looking into alternatives to degree audit. Doing research on alternative vendors. Would be an additional cost to the institution. Five Year Enrollment Planning committee is meeting now and this has been listed as a priority.
      iv. Put out a statement now acknowledging that we are looking into this? Amelia sent one out via email during this discussion.
      v. Requested an additional staff member in evaluations. Looking into a dashboard-esque feature for the staff.
      vi. Can we pull advisors by College together and have a meeting with Jess, Amelia, etc to give these updates.
      vii. Confidence in advising is decreasing. Students notice that.
   b. LiNC is going away. Will not be offered in the fall. IDS 128 Thriving in College and Career will replace it. 128 will be worth 3 credit hours. Transition, early career, and civic engagement focus. Now accepting applications for instructors for anyone who

would like to teach. 128 I sonly for freshmen. Success 101 will still be available for students. 16 in the fall, 8 in the spring as of right now.

VI. Campus Solutions/Registration
- a. 2 people are on the waitlist for SOC 108 this summer. Kera Tackett knows who number 2 is, so we will keep an eye on it. AT is keeping the project open until a student pops into course from the waitlist.
  - i. Students can opt to drop a course in place of waitlist approval to avoid hitting the hours limit. If they have 15 hours and do not opt to drop a course they will get skipped if the new class would put them beyond 17 hours.
  - ii. There is no communication when students get skipped in place. If they have an override going in, the override would still work. If they have a service indicator they will get skipped. If they have a time-conflict, they should opt to drop the course that is currently on their schedule that will cause the conflict.
  - iii. Process to check runs multiple times a day. Process to generate the communication once a day. There is a chance that a student can snipe the seat from the number one person on the waitlist. This is why it runs every 15 minutes.   Could potentially change it run every minute based on how hard it will hit the servers.
- b. Fluid registration
  - i. Do we want to wait until next fall to make fluid available again? Teach it at Preview? AT prefers to get it in sooner rather than later. Shopping cart goes away. We don't have to remove classic registration right away. We will remove eventually.   Since advisors can't see it from the student side, how do we teach students to use it? Dummy account or anything we could to practice it for what a student looks like would be preferable. Give a test account in a test environment.

VII. Student Representative Report
- a. Joe and D'Mayza are not present.

VIII. Other business?
- a. Stacey Meyer asked about override permission form. ACC recommends reconvening the group to reassess. When waitlist goes live, how do we utilize override request form. Could remove 'Class is closed' option from override request form?
- b. Third Enrollment Form being moved online? Could have an internal conversation and see if this would be an option. Creating forms to accomdoate

IX. Committees Updates
- a. Assessment
  - i. Some people have seen the assessment report, other people have never seen but heard about it and want to see it. Can we share the report with the ADV List-Serv. Dr. Rosenthal will share it with department chairs and directors. Assessment can share with ADV list serv.

- b. Technology

      i. Degree Audit Alternative – working on RFP to get started. Drafting 'must do' and 'wish list'

      ii. Meeting at end of April to work with AT to get a Cognos report to figure out when advisees have been added to and dropped from advising list.

      iii. Turning auto assignment off May 14 – June 1. It will then run again on June 4. Then change to run June 4 – July 31st to run daily through 10th day. Then it will go back to Tuesdays and Thursdays

  c. Teacher Education.

      i. More info coming soon on potential dates and topics.

  d. PDT

      i. Summer advisor day June 1 at Ewing Manor

      ii. April 24th – Common Reading – Best Practices for Working with Students on the Spectrum 11:30 – 1

      iii. May 10th – Group Advising 11:30 – 1, lunch provided for 30 minutes and then discussion from 12 – 1. Location TBD

  e. Onboarding

      i. Waiting for new hires. Will contact them and set them up with a mentor for advisors outside of UC.

X. Next meeting – April 19, 2018

XI. Wendi motions to adjourn. Clint seconds.