

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

AAC Minutes: June 14, 2018

- I. Approval of minutes from May 17, 2018
  - a. Wendi motions to approve. Brent seconds.
- II. Chair's remarks
  - a. Student Reps for 18-19 School year
    - i. Allison will check with Chris about Peer Advisor representation. Joe Standridge expressed interest to remain on AAC as the Student Government Association representative.
  - b. FY 19 Budget requests from Committees
    - i. Committee liaisons should reach out to their committees regarding budget requests for next year.
- III. Secretary/Treasurer Report
  - a. FY18 Budget follow-up
    - i. June 30<sup>th</sup> is the end of the fiscal year. All receipts should be submitted prior to that date.
    - ii. All funds that have not been spent by June 30<sup>th</sup> will return to Enrollment Management. They do not roll over to next year.
    - iii. AAC's budget for the upcoming year and been set at \$2000.
- IV. Old Business
  - a. Advisor Auto-assign update—how's it working for everyone?
    - i. Brent reports that it is working for College of Business. Clint confirmed that FCS is working as well.
    - ii. Wendi will carve out time to help improve the reports. It currently breaks out in four different chunks. Wendi is doing data-scrubbing.
    - iii. Does Cognos track when these advisees are moved over? Wendi and Brent aren't sure and will look into this. If it's not there, it should be easy to add per Bryan.
  - b. It is not possible to keep students who are not registered for fall on the auto-assigned list. It has also dropped people who are enrolled for the summer but not for fall. August graduates are not showing up and marks these students as 'inactive student' on Advisor Box. Wendi will look into possible solutions, but we are not sure if this can be fixed. Advisors can still run the Graduation Application report in Cognos to keep track of summer graduates.
- V. New Business
  - a. New Format for Fall Advisor Day—Hope
    - i. Morning session will be held in SFHB labs with rotating speakers.
      1. Add 2018/2019 Catalog changes to Course Finder talking point.

2. Appointment Manager steering committee would like to offer one session per semester. We can revisit this after we see how the July training goes.
  3. Rachel Hart asked Amelia to clean up the Cognos user list. Amelia has a list of people who have not used it in a year. The list includes advisors. If removed from the user list, the person would need to go through training again.
  4. How do we make sure that advisors know crucial information (the importance of the catalog), how is this addressed beyond having everyone who does know the importance of these things sitting through advisor day sessions that are confirming what they already know?
    - ii. Afternoon session would be a more traditional advisor day format.
      1. Plug Herb Sanders. AAC will need to revisit Herb before Fall Advisor Day.
- VI. Campus Solutions/Registration
- a. Fluid updates are ready. A mirror-student account is set up with a generic password. Personal data has been scrubbed. It will be in a test environment so real-world data will not be impacted. It is not quite ready to be released campus-wide. Wendi will get a few names to test it out. Bryan will give access to AAC advisors.
- VII. Committee Updates
- a. Assessment
    - i. No update
  - b. Technology
    - i. No update
  - c. Teacher Education
    - i. Have not met. Topic survey is coming soon.
  - d. PDT
    - i. Will be a summer reading
  - e. Advisor Onboarding
    - i. 9 brand new advisees.
- VIII. Student Representative Report
- a. Not present.
- IX. Other business?
- a. Wendi was asked if department and school folks need to have info about the revamped LinC. Yes. Wendi will work with Pamm on info to send out. Veterans LinC is still a one hour seminar.
- X. Next meeting – July 19