

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

AAC Agenda: July 19, 2018

- I. Approval of minutes from June 14, 2018
 - a. Wendi motions to approve the minutes. Hope seconds the motion.
- II. Chair's remarks
 - a. Academic Advisement Statement—should this be sent to every advisor again this year?
 - i. Soemer Simmons sent an email checking into this. Last year, we gave out physical copies to all advisors on campus. AAC decided to send it to new advisors only this year.
 - b. Full list of advisors on campus
 - i. Soemer is also trying to get a list of all advisors on campus. Per Jess, in previous years, an email was sent to department chairs to ask who in their area has 51% advisor responsibilities or more as a part of their job description.
 - ii. Angie Cowles keeps a phone list. The question was asked if it include non-voting members.
 - iii. Allison and Wendi will find Kera's list from last year and compare it to Angie's most recent list.
 - iv. Subcommittees: please send Soemer dates for any open sessions for the 2018/2019 academic year.
- III. Secretary/Treasurer Report
 - a. The 2017/2018 budget ended with \$583.59 in unspent funds remaining.
 - b. The 2018/2019 budget is once again \$2,000 for the year.
- IV. Old Business
 - a. Pamm Ambrose will email out an update about the new IDS 128 – Thriving in College, Career, and Beyond course that will cover the changes to LinC.
- V. New Business
 - a. Student Accounts billing changes and registration—Amelia
 - i. Student Accounts changed some of the billing due dates for fall. Also, with the exception of the first bill, all bills will now be sent online.
 - ii. Due dates: 8/10, 9/14, 10/12, 11/9, 12/14.
 - iii. Spring and winter advanced registration starts Oct 15th. The 10/12 date could impact honors, veterans, students with accommodation, forensics, and athletes.
 - iv. While we are not required to take billing dates into consideration for registration dates, it is in the students' best interest for the university to allow a buffer between billing due dates and registration start dates. This year there should be no major impact on students.
 - b. Newly admitted students and registration—Clint

- i. A department in CAST is reporting that they have had 3 separate students drop-in without an appointment, stating that they were just admitted and admissions told them to come straight to the department to register for classes. The students and guests were upset when they were told that the system will not allow them to register right away because of the steps that need to be taken and the updates that need to be run to give students an enrollment date.
- ii. AAC recommended contacting Pat Walsh as is may be admissions students workers sending students over. Clint will reach out to Pat.

VI. Campus Solutions/Registration

- a. Bryan reports that they totally redid some fluid configurations, so IT had to scrub previous student test accounts. They now have new student test accounts. Bryan will send them to AAC.
- b. They figured out how to give advisors access to the fluid class search. It will be located on the advising tile. It is in test right now. The location can be moved.
- c. AP Credit is having issues.
 - i. Scores are not being displayed. They are hoping to re-run it next week. UC is quick-enrolling based on confirmed AP scores. Bryan has a query that should assist in this process.
 - ii. Typically, the official score goes into Test Results. When it's added to the student record, it is reflected on the Test Credit area.
- d. Fluid registration will be ready by Fall Advisor day?
 - i. Bryan said if the committee is ready to look at it, it is possible. There are still some problems with it. We can revisit at our Aug 16 meeting. Wendi is willing to help as the AAC/AAC Tech.
- e. The waitlist is still working.
 - i. AAC will need to figure out how to educate advisors and student on waitlist function. It is on the Fall Advisor Day Schedule. How much time should we devote to it? Half hour? Could we do an FAQ with a PDT follow-up, having advisors write questions on a card and then following up later.
 - ii. Brent kept caps low on ACC 131 and 132. We cannot change positions of student on the list, but advisors can give a student an override permit to let them into the course.
 - iii. Brent just lets it run for ACC 131 and 132. Brent sends out a basic word doc with instructions on how to use it. Enroll in the 8 am section and swap. He is not getting a lot of questions from students and is having issue with the process. If we are changing to fluid in the fall, we would have to update Brent's instructions because the fluid registration process is different.
 - iv. Students need to put the waitlist in as a swap function if they are already have 15 hours on the schedule.
- f. We do not have enough ENG 101 and COM 110 seats for all Preview students for Fall 18. UC will help students who are unable to enroll in COM 110 or ENG 101 in the fall 18 semester get in for spring 19 or fall 19.

- VII. Committee Updates
 - a. Assessment
 - i. Committee is hoping to have the quantitative data in 3 weeks. They do not have a lot of concerns presently.
 - ii. They will be launching directors chairs survey in 2 weeks. This is the same survey that was issued six years ago, with a few updates.
 - iii. Set to launch student survey for Spring 2019.
 - b. Technology
 - i. Have not met. Picking up in the fall.
 - c. Teacher Education
 - i. Have not met. Picking up in the fall.
 - d. PDT
 - i. The overall PDT committee does not meet in be summer, but fall advisor planning committee is meeting.
 - ii. Typically had \$300 for food for Fall Advisor Day. Would it be possible to increase funding to go with a different provider? Janet recommended Rosati's in Normal. Hope will look into options. We will hold at \$300 for now.
 - iii. Fall Advisor Day will touch on course descriptions moving from catalog to CourseFinder. This will start with 2019 catalog.
 - e. Advisor Onboarding
 - i. Brent will be working on wiki with Wendi. They just need to load the content in.
- VIII. Student Representative Report
 - a. Not present.
- IX. Other business?
 - a. Wendi asked if there were any problems with auto-assign running daily. No issues reported by any AAC members. We will continue to run it daily.
 - b. Next meeting: We will need to discuss summer term and why they disappeared from the list.
- X. Next meeting – August 2, 2018
- XI. Motion to adjourn
 - a. Brent – Clint Seconds.