

## AAC Minutes: August 30, 2018

Present: Clint Smith, Derek Sieg, Bryan Hays, Brent Kane, D'Mayza McClure, Megan Baxter, Allison Anson, Jonathan Rosenthal, Jess Ray

- I. Approval of minutes from August 16, 2018
  - a. Derek approves. Brent seconds.
- II. Chair's remarks
  - a. Welcome back D'Mayza McClure.
  - b. Joe Standridge is still our representative for the Student Government Association.
- III. Secretary/Treasurer Report
  - a. There have been no changes in the budget since the last meeting. We still have zero expenditure for this new academic year.
  - b. Brent clarified that the 'New Advisor Retreat' is a welcome lunch that has been provided for advisors who are new to ISU or have recently moved into a new role with advisory capacity.
- IV. Old Business
  - a. None.
- V. New Business
  - a. Fall Advisor Day Attendance
    - i. Sarah Roth sent Brent a list of advisors who RSVPed using the link provided in the meeting invite. It is a low number, so Sarah asked AAC to send out an email to those who have not signed up recommending that they attend because of the information that is going to be provided. Brent will ask Sarah for an updated list of people who are not signed up. Brent will share this with Allison. Brent and Allison will craft an email and send it out to advisors who have not yet RSVPed.
    - ii. There may be some confusion resulting from using a meeting invitation to distribute the RSVP link. Some advisors may have been confused and thought that replying 'yes' to the meeting invite was their formal RSVP. A standard email with the link embedded may improve official RSVP numbers.
  - b. Request from Liz Chupp to review charge of onboarding committee
    - i. Liz reached out to Allison asking for clarification of charge.
    - ii. Per Brent, this group was initiated in large part by Hope Fine, who was looking for some additional guidance and connection to the larger advising community. Creation and maintenance of Wiki was the main objective with Onboarding. The group was also initially tasked with creating manual, liaison list, and mentors. Placed on the AAC website with links with the intention of moving it to the wiki.
    - iii. As a committee, they have not met recently because they were communicating and accomplishing tasks via email.

- iv. When a new advisor is hired, they are directed to the AAC site and told they can fill out a form for a mentor request. The committee has to be informed that a new advisor has started before the outreach begins. This will be the struggle. Is there a point of contact in the dean's office from each college that can help connect new advisors to the committee?
  - v. Brent will pull a list of committee membership and call for a meeting to provide structure and begin to run it a more traditional committee format. There is currently no one serving as the designated chair person. Allison said that Liz Chupp indicated that she would be willing to serve in this role.
  - vi. The committee will distribute recommendations to chairs to guide new advisor hires to AAC website and start the connection.
- c. Update on Proposed changes to catalog—Jon
- i. We are moving forward with the proposal of removing course descriptions from the catalog and housing them in Course Finder. A PDF will be available for those that need it and archival purposes. The catalog will link to official records on the policy page unless it is catalog-specific. For an example, the repeat policy will continue to go by catalog.
  - ii. There is also a proposal that every degree and sequence will have a checklist in the catalog. A memo is ready to go to the College Curriculum Committees to start process to send to academic senate as an advisory item.
  - iii. If someone wants to make a change to a current plan of study, at this point, we can direct them to Jon, Amelia, and Jess. Typographical errors can be fixed easily. Practice, but not catalog would be a bigger issue.
  - iv. D'Mazyza noted that the Business Administration plan has a mix of IAI and ISU Gen Ed in the same plan. That will be corrected.
  - v. ISU's current repeat policy is on Dr. Rosenthal's agenda. The proposed change would allow students to repeat courses at colleges/universities outside of ISU. They would no longer be required to repeat all graded coursework at ISU. This will still have no impact on ISU GPA if the course is repeated elsewhere. This is for direct-articulate courses.

VI. Campus Solutions/Registration

- a. No updates from Bryan.
- b. D'Mayza noted that sometimes CS format changes. Everything goes horizontal instead of vertical or only part of the page load. Bryan said that this a connectivity issue. If the packet isn't fully loaded, this can be a result. Bryan recommends refreshing the browser. If that doesn't work, clear your cache. Jess recommended taking a screenshot and submit a ticket. This gives AT more information on the issues campus is having with CS. Clearing your cache will also get you assigned to another server. This won't happen if you are just shutting down at night. There is one specific server that is kicking people off every afternoon. If this happens to you, clear your cache and you may be moved to a new server.

- c. A CAST advisor was told by a student that there was a glitch in registration. Jess reported that students still had to have an override to get into a course. The advisor said that the student was able to register themselves for the class on their own without an override. Brent will refer the advisor to Bryan Hays to look into this further.
- VII. Committee Updates
  - a. Assessment
    - i. No updates
  - b. Technology
    - i. Technology will be meeting later today.
  - c. Teacher Education
    - i. Public Act 100-0932 (Formally SB2693) was signed into law on August 17<sup>th</sup>. This new legislation prohibits Illinois IHE's from requiring the test of basic skills for entry into a preparation program. The bill states that IHEs can only require the basic skills the semester prior to student teaching or prior to the semester before starting the final semester of an internship.
    - ii. Dr. Rosenthal will coordinate with Deborah Garrahy to get this message out to advisors.
  - d. PDT
    - i. Megan will talk to Sarah Dolan about updates.
  - e. Advisor Onboarding
    - i. Brent will be calling for a meeting.
- VIII. Student Representative Report
  - a. University College hired 8 new peer advisors. They are currently looking at updating peer training program and additional outreach to students to let them know that peers are a resource for them.
- IX. Other business?
  - a. Registrar is getting ready to start on RFP for degree audit system. There will be voting and non-voting members. We are hoping to have vendors here in the spring.
- X. Motion to adjourn – Megan, Seconded by Brent.
- XI. Next meeting – September 13, 2018