

Allison Anson, Megan Baxter, Gina Turton, Megan Taylor, Wendi Whitman, Ryan Gray, Derek Sieg, Brent Kane, Clint Smith, Jess Ray, Amelia Noel-Elkins, Jon Rosenthal, Bryan Hays

AAC Agenda: December 6, 2018

- I. Approval of minutes from November 8, 2018
 - a. Brent approves, Megan seconds.
- II. Chair's remarks
 - a. Welcome to new AAC members—Megan, Ryan, and Gina
 - i. Thanks to Wendi, Brent, Allison, and Jon for their service and leadership.
- III. Secretary/Treasurer Report
 - a. The budget currently has a balance of \$1695.98.
 - i. \$150 is committed for Town Hall snacks.
- IV. Old Business
 - a. Waitlist
 - i. Amelia is continuing to contact departments to promote the waitlist function. She is currently working with KNR and POL. Amelia will be reaching out to FCS, AGR, and POL.
 - ii. Crystal has established a Formstack to gather data from departments on which courses they want to enable the waitlist.
 - iii. Amelia will reach out to College of Business in January after the new associate dean has had a chance to acclimate.
- V. New Business
 - a. Advising Awards
 - i. Gina Turton – Outstanding New Undergraduate Advisor Award
 - ii. Christie Martin – Herb Sanders Award for Outstanding Academic Advisement
 - iii. Amanda Trefzeger and Kristen Grimes & Hina Gilani – Academic Advising Advocate
 - iv. The award winners have been notified and will be recognized at Town Hall.
 - b. Acknowledging award selection committee
 - i. Should we recognize the selection committee with a certificate or some form of 'thank you' note?
 1. Dr. Rosenthal will write a memo to each member and attach to their productivity files.
 2. Allison will email Danielle Lindsey and ask her to provide the names for the committee members. She will then send them to Dr. Rosenthal.
 - c. Chair and Secretary for next semester
 - i. Chairperson – Clint Smith, nominated by Wendi, seconded by Megan. No opposition.
 - ii. Secretary – Gina Turton, Gina volunteered, Derek Sieg seconded. No opposition.

- d. Committee Membership
 - i. The call for membership traditionally is sent out in January. The committee decided to change to December.
 - 1. Clint and Allison will work together on this.
- VI. Campus Solutions/Registration
 - a. EMPLs are now 1001xxxxxx.
 - i. We still assign UIDs because of ImageNow.
 - ii. We cannot use the last digits of EMPL because ImageNow doesn't recognize leading zeros.
 - b. Course Directory
 - i. Mac user advisors get giant university seal when they try to view the new CourseFinder.
 - ii. Bryan asked to check if they are using Safari. Janet will check.
- VII. Committee Updates
 - a. Assessment
 - i. Have not met.
 - b. Technology
 - i. Preparing for January meeting. Days and times have not been determined for spring meetings. Wendi will reach out to Alan or Patrick.
 - c. Teacher Education
 - i. Last session was well-attended. Will have one more committee meeting before the end of the year. The next session is in February.
 - d. PDT
 - i. Requested an additional \$500 funding for food costs.
 - ii. Wendi asked if it would be reasonable for Colleges to sponsor lunches at these events. Dr. Rosenthal will consider this. Allison will forward PDT's funding request to Dr. Rosenthal and he will be sure Amy Herd will have a chance to review it.
 - e. Advisor Onboarding
 - i. Brent sends emails to new advisors to pair them with mentors.
 - ii. No formal meeting took place this semester because it was decided to cancel the lunch sessions.
- VIII. Student Representative Report
 - a. No student representative present.
- IX. Other business?
 - a. Illinois State Board of Education –
 - i. Grad students taking an undergrad course for a subsequent endorsement, had issues Board of Education is telling students that they are still deficient. As of Tuesday, ISBE acknowledged that they were not articulating our transcript correctly. The Registrar has this in writing.
 - b. Grades are due soon. The process takes two full days to actually finalize the process of inputting grades.

- c. Commencement
 - i. Some of secondary education majors don't understand which ceremony they should be attending. They have been asking if they should attend the College of Education ceremony. Please remind graduation candidates which college they are in. The registrar will send out a reminder .
 - ii. Students taking a winter course are not candidates to participate in the December ceremony.
 - iii. If a student is a double-major, their first major determines the ceremony they participate in. They will only participate in one ceremony, not both.
 - iv. When students apply for graduation, their commencement ceremony is assigned as a part of the application process
 - v. University Studies and Interdisciplinary Studies does outreach to all IDs and U Studies graduation candidates who have applied for graduation reminding them of the specific date and time of the commencement ceremony they are to participate in. U Studies/IDS students a part of the College of Education ceremony.
 - vi. The registrar asks students if they want to participate in commencement in the application, but they still have cards available at the ceremony sign-in for people who did not indicate that they were participating.
- d. Transcripts
 - i. Students can request a transcript prior to grades posting and indicate on the form that they would like it to be sent as soon as grades post. There is also a 'Hold for Degree' option. Hold for Degree would most likely be a little later.
- e. ECO 105 and 101/102.
 - i. If a student fails ECO 105, and subsequently takes ECO 101 & 102, 101 and 102 will not be considered a repeat.
 - ii. A section of ECO 105 is on CourseFinder for Summer 2019.
 - 1. Wendi will email Dr. Rosenthal about the enrollment requirements and the possibility to add another section or increase capacity for summer.
 - 2. How does ECO 105 work with social science/teacher ed majors who got a D in 105 but need a C or better?
 - a. Per Jess, we will now allow 101, 102, or 103 to be taken for students in that specific scenario. It would be an exception process that would have to go through Teacher Education.
 - iii. Dr. Rosenthal and Dr. Parry have asked Economics if they would like ECO 101 and 102 to be a general education course. They are typically IAI everywhere else. Wendi will follow up with Jon about this as well.

X. Meeting day and time for Fall 2019

- a. Ryan has a conflict with Thrive.
- b. Alternatives
 - i. Wednesday, 10 – 11:30
 - ii. Thursday, 1 – 2:30

- c. Committee will decide at the January 10th meeting.
- XI. Wendi motioned to adjourn, Ryan seconded.
- XII. Next meeting – January 10, 2019