

Academic Advisor Advisory Council Minutes

January 11, 2008

Hovey Hall 308

2:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Jess Ray, Amelia Noel-Elkins, Janet Claus and Cathy McKay.

Budget – Mark Vegter updated the committee with expenditures from the Advisor Day and ILAAA leaving the AAAC with \$1363.83.

APA- There was discussion regarding the APA grades and if we could consider asking faculty to identify if a student is getting a “D” or “F” and to distribute APA/grade checks by population, not by 100-level class. Students affected are first year students, first semester transfers, and students on probation. Jonathan Rosenthal will ask Matt Fuller (UAO) and Bill Cummins (AIS) to look at whether there is a correlation between APA grades and final grades/academic performance.

Election for replacement for Sara Schickel on AAAC – No update yet. Jess Ray is trying to clean up the lists. Mark Vegter will send a directed email to the special populations advisors to see who might be interested in running for the open seat.

iCampus/Portal Advisor Listing – Jess Ray is working on the iCampus/Portal, looking at a student's number of credit hours and the declared major and being able to use that information to tell a student who their advisor is. This system will also be able to indicate special populations advisors if applicable.

By-Laws – Mark Vegter will send out an edited version of the By-Laws for the committee to review.

Treasurer – The committee decided to combine the positions of Secretary/Treasurer and Cathy McKay was appointed to serve in that position.

Liaisons – The committee will wait until the election for Sara Schickel's position is concluded to determine final liaison assignments with the AAAC Committees.

Chair – Mark Vegter was selected as Chairperson of the AAAC Committee for the next year by consensus.

Subcommittees –

Assessment: Amelia Noel-Elkins reported that the data has been gathered from the advisor survey. The committee discussed themes. Some of the themes that were mentioned: that the results from the survey indicate that advisors see themselves as not valued but that perception is changing, that advisors seem to go the extra mile; in many departments some advisors actually

might not do 50% or more advising and that advisors would like shared files. Once the data is reviewed by the sub-committee, the data will be presented publicly.

Professional Development: Janet Claus reported that the next Professional Development Session is scheduled for January 31 as a panel discussion with Jess Ray reporting on CAS; Amelia Noel-Elkins updating everyone on the 75 hour policy; Mark Vegter will report on AAAC updates; and Jonathan Rosenthal will report on the on-line internal transfer application and the middle 50%.

Technology: Jess Ray reported that the committee met January 10th and has 3 new members. The committee will be meeting every other Tuesday at 8:30 a.m. Daryl Craig and Maureen Smith are the new co-chairs for the committee. Some of the discussion items were - the committee might want another University College representative, re-identified tasks, electronic subwaivers, an advisor channel in the portal, and an electronic advising file.

New Advisor Training: Mark Vegter reported that the last meeting was cancelled but the committee will be meeting in 2 weeks.

Waitlist – Amelia Noel-Elkins brought up the concept of an electronic waitlist the pros and cons, usability and details. She will continue to work on this topic.

Registration – Jess Ray was asked about the advance registration this spring and if there will be catch up days for the last students – he mentioned that there will be.

The meeting adjourned at 3:30 p.m.

Respectfully Submitted:

Cathy McKay

Cathy McKay
Secretary/Treasurer

Academic Advisor Advisory Council Minutes

January 25, 2008

Hovey Hall 308

2:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Laura Merriman, Janet Claus and Cathy McKay.

Minutes and Treasurer's Report – The committee approved by consensus the Academic Advisor Advisory Council Minutes from January 11, 2008 and the Treasurer's Report from January 11, 2008.

Course Life- There was discussion on how many years a course would be acceptable for content before a student would have to re-take the course. There was discussion that possibly 10 years might be the amount of time and that (1) the course is now xxx years old and the student would have to re-take the course or (2) when the student applies for graduation that the courses might have to be approved. Janet Claus mentioned that if the class is too old as a pre-requisite course an override could be approved by the advisors and put in place for the student.

Election for replacement for Sara Schickel on AAAC – Mark Vegter reported that there are 3 confirmed nominees, one from each area – Christine Proctor, Honors; Mike Minton, Student Support Services; and Mindy Kinney, Athletics. The election is for a replacement for the remainder of Sara Schickel's position on AAAC. The election will be held February 5 and 6 on iCampus. The position will be filled so that the person could attend the February 8th AAAC Meeting.

Spring Programming/Webinars – Janet Claus updated the committee on Webinar/Teleconference information with a listing from different organizations. There was consensus that none of the webinars seemed to target areas of interest at this time and that the committee not purchase any at this time.

Subcommittees –

Assessment: No report.

Professional Development: Janet Claus reported that the committee is looking at QMF training, podcasts with an advising focus, and a May 2nd spring advising conference with a focus on student transitions in the College of Business with lunch in the Art Galleries. The committee is looking at something that would appeal to a broad audience, advisors who are new and those who have long term experience. The keynote speaker for the Spring Advising Conference is Julian Parrott.

The committee asked Jonathan Rosenthal about the money in the account to be used by the Academic Advisor Advisory Council and if it has to be used for the current fiscal year, yes. There will be expenses for the printing of the Mission document, food and the speaker for the Spring Advising Conference.

The committee asked Jonathan if the printed Mission document is ready to be sent to every department and he will check on it. AAAC suggested that the committee look at organizing the Fall Conference with a speaker much like this last fall.

Technology: No report.

New Advisor Training: Mark Vegter reported that the committee met this week and that the committee is working on a draft training manual with everyone taking a piece of the manual and then compiling it at the end. The training needs that are not yet in the manual are policies, procedures, forms, a students section, and working with parents. The committee will be discussing the need for the above and to also add school and department policies and procedures.

First Year Course Plans and 4 Year Plans – Jonathan Rosenthal mentioned that there are now several places where 4 year plans of study are: the Find Your Major website, First Year Course recommendations on the University College website, and some department websites. There was concern that these all agree and that the Advisors should receive the requests for these one time per year, it was suggested that this could be done in the Spring. Concerns mentioned were if departments had spring/fall only courses, any hidden pre-requisites, preferences on taking, etc. Jonathan would like to see an indicated preferred and the last possible time to take the course much like the Minnesota plans of study – the committee will review at the next meeting. There was also discussion on transfer plans of study for transfer students.

The meeting adjourned at 3:30 p.m.

Respectfully Submitted:

Cathy McKay

Cathy McKay
Secretary/Treasurer

Academic Advisor Advisory Council Minutes

February 8, 2008

Hovey Hall 308

2:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter, Amelia Noel-Elkins, Mindy Kinney, Janet Claus, Cathy McKay and Jess Ray.

Minutes and Treasurer's Report – The committee approved by consensus the Academic Advisor Advisory Council Minutes from January 25, 2008 and the Treasurer's Report of \$1773.83.

Budget Items- Mark Vegter mentioned that the NACADA annual fee is \$55; money needed for the May 2nd Transitions Conference will be approximately \$300 for Julian Parrott (the keynote speaker for his fee and travel cost); that the New Advisor Training Committee would like to purchase two New Advisor Guidebooks from NACADA each costing \$35 for a total of \$70. One of the New Advisor Guidebooks would be for the New Advisor Training committee as a resource and one could be put in the Library for Advisors. Janet Claus moved to approve all of these expenditures for a total of \$425, seconded by Cathy McKay, committee approved.

Election for replacement for Sara Schickel on AAAC – Mark Vegter updated the committee on election issues – the election timer was not set on Wednesday and the election was actually held on Tuesday and Thursday. Mark mentioned that there is a need to have a contact person in the IWSS office for just these kinds of issues. Mindy Kinney was elected to replace Sara Schickel. Jonathan Rosenthal has all of the election data for safekeeping.

Find Your Major Website – Mark Vegter is deferring this topic to the next AAAC meeting because the committee needs a computer and data projector. Discussion on the Find Your Major website – Janet Claus mentioned that the page needs an A-Z index and that the Middle 50% should be removed from the Major Admission Requirements or change the title of that box on the page.

Upcoming Meeting Dates: The committee discussed upcoming meeting dates and the March 7th meeting will start at 1 p.m; the March 21st and April 4th meeting dates will be cancelled and the March 27 date was added with the committee meeting at 2 p.m.

Subcommittees –

Assessment: Amelia Noel-Elkins reported on the Advisor Survey. The goal is to have the summary available next week with comparisons finished and to have it available for the March 7th AAAC meeting. At that time a decision will need to be made on how to distribute the report to the rest of the campus community.

There was also discussion on how to make referrals on this campus and that one way would be to have a drop-down method available on screen that would alert the office that was referenced so that they would know a student had been referred to them; this method could be named the

Advisor Referral Form (ARF). Mark Vegter suggested that the Assessment Subcommittee pilot this method.

Professional Development: Janet Claus reported that the next Professional Development Session is February 27th at 9 a.m. and the topic is Applications for Podcasting in the Advising Arena.

Technology: Jess Ray reported that Mayuko Nakamura will be speaking to the committee about Blackboard.

New Advisor Training: Mark Vegter reported that the committee is continuing to work on the draft training manual.

Subcommittee Liaisons – There was consensus that Amelia Noel-Elkins would remain as the liaison to the Assessment Subcommittee; Jess Ray would remain as the liaison to the Technology Subcommittee; Janet Claus would remain as the liaison to the Professional Development Subcommittee; and Mark Vegter would remain as the liaison to the New Advisor Training Subcommittee.

Pending Items: Cathy McKay asked how the committee would like to keep track of those items that come up during our meetings but might need to be re-visited. The committee suggested that at the bottom of each committee meeting minutes publish the list of items under the heading of Pending Items.

3rd Time Enrollments: Cathy McKay asked about the paperwork that has to be completed for those students that take a class for the 3rd time and that it seems redundant, the form that each student needs for enrollment purposes that is sent with the student to Moulton Hall and then the follow-up sub waiver for that course. Jess Ray said that the Academic Senate voted on this topic and that the paperwork has to be in place. However he would check on needing both the enrollment form and the sub waiver form.

Students Not Continuing In Majors: Amelia Noel-Elkins mentioned that this is an issue and is being looked at.

The meeting adjourned at 3:30 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. Course Life – January 25, 2008
5. Mission Document – January 25, 2008
6. First Year Course/4 Year Plans – January 25, 2008

Academic Advisor Advisory Council Minutes

February 22, 2008

Hovey Hall 308

2:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter; Jon Rosenthal; Jess Ray; Janet Claus; Amelia Noël-Elkins; Cathy McKay; Laurie Merriman

Minutes and Treasurer's Report – The committee approved by consensus the Academic Advisor Advisory Council Minutes from February 8, 2008 and the Treasurer's Report of \$1773.83. Correction: the Treasurer's report should be for both the February 8 and February 22 minutes \$1308.83.

Find Your Major Website- Reviewed the University of Minnesota's "One Stop" website. <http://onestop2.umn.edu/programCatalog/> once on that page put in the program you are interested in and then on the right hand side of the page click on View Checkpoint Chart. The Checkpoint Chart shows students the potential term and the recommended term for fulfilling requirements for their degree. The committee discussed whether a similar type of thing could be added to our Find Your Major website and how useful it might be to various audiences (students, faculty, advisors, etc.). Jonathan Rosenthal suggested that we show this to advisors at an Advisor Professional Development session for their input.

Fall Advisor Day – Re-addressing questions from the last Professional Development meeting about the planning group for the Advisor Day. Option one is to have the Professional Development subcommittee take the lead and seek help from other subcommittees as necessary. Option Two is to create a special subcommittee to plan the Advisor Day. Perhaps having members from all other subcommittees on the special subcommittee. The general feeling of the AAA Committee was to have the responsibility rest with Professional Development subcommittee with assistance from AAAC and others as necessary. Professional Development members can opt out on planning if they choose and instead focus on Professional Development fall sessions. The preliminary date for the Fall Advisor Day is August 12th or 13th. Let Janet Claus, Kathy Schmidt or Anjie Almeda know about any ideas for speakers for Advisor Day.

Subcommittees –

Assessment: Amelia Noel-Elkins reported that Matt Fuller came to the last Assessment meeting and presented his analysis of the results from the survey. Members of the committee will give Jim Dirks their feedback on trends and recommendations and Jim will present to the AAAC on March 7.

Professional Development: Janet Claus reported that the Pod casting session is on February 27th in the CTLT Resource Commons from 9- 10:30 a.m. and that the committee is also exploring some QMF training for different populations of advisors, new advisors, and experienced users.

Technology: Jess Ray reported that the committee reviewed some things from the Professional Development Committee about QMF and that they recommended that the committee invite Mayuko Nakamura to present during a Professional Development session on Blackboard.

New Advisor Training: Mark Vegter reported that the committee is continuing to work on the draft training manual and hope to provide a template/draft to the advisors in the fall.

Chair's Report – Mark Vegter asked Jayne Shindel to change out meeting schedules based on the conversation from last week.

Student Representative: Mark Vegter reported that Heather is no longer a member of SEGA and thought she had to be a member to be on the AAAC and she always has conflicts on Fridays. Amelia Noel-Elkins recommended a Peer Advisor from University College. Mark will contact Maggie Im for a recommendation.

The meeting adjourned at 3:00 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. Course Life – January 25, 2008
5. Mission Document – January 25, 2008
6. First Year Course/4 Year Plans – January 25, 2008
7. ARF – Advisor Referral Form – February 8, 2008
8. 3rd Time Enrollments – February 8, 2008

Academic Advisor Advisory Council Minutes

March 7, 2008

Hovey Hall 308

1:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter; Jon Rosenthal; Janet Claus; Mindy Kinney; and Cathy McKay.

Correction to February 22 minutes: – Mark Vegter reported that the Student Representative report in the minutes SEGA should be SGA, minutes were approved by consensus.

Student Representative - Mark Vegter reported that the new student representative is Jeff Graham.

Chair's Report - Mark Vegter reported that he has received the NCADA Guidebooks and that for the present time one will be kept in his office and one in the Library for checkout.

Treasurer's Report - Treasurer's Report \$1233.83, approved by consensus. \$300 is encumbered for the Keynote Speaker for May and that will leave AAAC with \$933.83. Jonathan Rosenthal reported that the budget for this committee for the 2009 school year will be \$3000.

Assessment Committee Report - Mindy Kinney reviewed the Assessment Committee summary of the Advisement Survey. Jonathan Rosenthal suggested that this review be included with the Fall Advisor Day agenda. The following are the recommendations of the survey –

Recommendation #1

- Improve assessment practices
- Survey of Administration
- Expectations of advisors
- Expectations of students
- Survey of students
- What is the expectation of advising?
- Consistent assessment instrument

Recommendation #2

- A position description will help deal with some related questions discussed by the sub-committee:
- What is the expectation of ISU administration with regard to advising?
- What is the expectation of ISU students with regard to advising?
- What is the expectation of faculty with regard to advising?
- Develop a functional position description for advising. List advisor duties which the committee believes should be common to all advisors.
- NOT to prevent Chairs or Deans from assigning other duties
- Be consistent of what is expected of people holding the title (baseline expectations)

Recommendation #3

- There is a need to emphasize the positive working relationship among advisors and to establish activities that will foster good relationships.
- AAAC
- Joint professional training
- Benefits of College level advising meetings.

Recommendation #4

- Advisor Referral Form (ARF)
- Electronic communication between advisors
- Why a student is being referred
- Pertinent information about the student's situation
- Professional courtesy

Summary of Recommendations:

- Define the expectations
- Clarify advisor job descriptions
- Update Dept/School Advisor job descriptions – over 74% of DS Advisors either haven't had it updated recently, or didn't know if it had been done by their supervisor.
- More advisement services in line with expectations

Jonathan Rosenthal asked Mindy Kinney to have the Assessment Committee craft 10 questions for the Administration and to define who in Administration will be surveyed i.e. Chairs, Deans, Associate Deans, etc.

Mindy Kinney reported that the Advisor Referral Form (ARF) has been created and University College and the Career Center are testing it currently. Implementation is slated for summer for the entire campus community.

There was discussion that for the student expectations questions could be created in a survey to a University College test group and then to the campus community, also that the University College expectations differ from DS advisors. A question was asked on how to survey the students?

Should Incoming Freshman Be Able To Declare Minors - Jonathan Rosenthal asked if we should remove this option from the application and mentioned that he will post this question on the Advisors List Serve.

March/April AAAC Meeting Schedule – The committee discussed moving the meeting on March 27th to noon to 1:30 with lunch being provided.

Course Life – Jonathan Rosenthal mentioned that he will be putting this question on the List Serve.

Mission Document – Jonathan Rosenthal asked Mark Vegter if he would take care of the distribution of the document to the advisors in the D/S.

Subcommittees –

Assessment: Mindy Kinney reported

Professional Development: Janet Claus reported that the committee still needs assistance with the Fall Advisor Day and that they are in the process of searching for a keynote speaker for \$300-500. The committee is also accepting any ideas for themes or ideas. A couple that were mentioned: “Serving Under Represented Groups” or “Marketing/Advising With the Changing Demographics”.

Technology: No report

New Advisor Training: No report.

The meeting adjourned at 2:30 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. Course Life – January 25, 2008
5. First Year Course/4 Year Plans – January 25, 2008
6. 3rd Time Enrollments – February 8, 2008

Academic Advisor Advisory Council Minutes

March 27, 2008

Hovey Hall 308

12:00 p.m.

Chairperson Mark Vegter called the meeting to order at 12 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Mindy Kinney, Jeff Graham, Cathy McKay, Janet Claus, Frank Waterstraat and Amelia Noël-Elkins.

Ten Year Limit for Courses as Prerequisites

Dr. Waterstraat (Chair of the Academic Affairs Committee of the Academic Senate) joined us to discuss a ten year limit for courses as prerequisites. The proposal came from Chemistry. Jonathan Rosenthal mentioned that this would be an editorial re-vision in the catalog and proficiency exams could be taken by students if the ten year sunset affected them. Departments would make the final decision as to whether or not to accept the pre-requisite course if taken later than 10 years.

The proposed policy: Because disciplinary knowledge advances and course content changes as a consequence, courses taken ten or more years prior to an advance registration period will not automatically be accepted as prerequisites for other courses. When a department or school determines that applicability of a course will lapse, it will designate this in the prerequisite listing as "taken within 10 years." For example, for MAT 146, the prerequisite would read "C or better in MAT 145 taken within 10 years req."

The committee had a discussion and had several questions: Why ten years? Not much research has been done because not many similar policies are out there but ten years is an easy number to remember from an advising standpoint. Can we administer this? The policy would be set up to be easily administered. Departments could easily waive it. Would it prompt people to come back sooner because they know their courses will expire? The committee thought that it might. Should the grade play a factor? This would be the department's decision. When does the "clock" start? Ten years ago from the start of the policy. Any downsides: discussed repeating courses and if it took a student two tries to complete the course the first time what to do. What would be the impact on Student-athletes? Don't want a barrier to gaining an APR point; will obviously have to work with students who say, "This was not policy when I left." May be a very important policy in the area of online courses; will impact non-traditional learner's more than traditional students. May be very helpful for second bachelors/ certification only who don't want to take "extra" courses. The consensus was to approve this proposal.

Correction to March 7 minutes: – Mindy Kinney reported that the form used by the Career Center and University College is not the ARF form but a similar form, minutes were approved by consensus.

Chair's Report - Mark Vegter reported that the Transfer Day Academic Information Session went really well. Three rooms were filled to capacity with parents and students. He recommended that advisors be surveyed as to the effectiveness of these sessions. Amelia Noel-Elkins reported that Mary Jo Fabich is already planning on doing an assessment of Transfer Day.

Treasurer's Report - \$603.53 approved by consensus. \$300 is encumbered for the Keynote Speaker for May and that will leave AAAC with \$303.53.

Fall Advisor Day – Janet Claus reported that the Professional Development Committee is working on the planning of the Fall Advisor Day and ran into some location issues - University Galleries is unavailable because of an exhibit that is scheduled and that space in Conference Services that has been used in the past will be computer labs. The committee discussed moving lunch to the Bone Student Center which will add to the cost.

The AAAC discussed the cost of the entire event and alternative buildings/space that could be used. The cost of room rental and food at the Bone Student Center could prohibit future spending on anything else for the rest of the year. Alternative sites that were mentioned were: SSB 375 (not available), the Kaufman Building and the Arena? The AAAC also discussed the fee for the keynote speaker and related expenses which would be approximately \$800. There was consensus on this cost but the committee wanted to invite the co-chairs of the Professional Development Committee to come to the next AAAC meeting to discuss alternative buildings/space locations and if they would work for the Fall Advisor Day.

Should Incoming Freshman Be Able To Declare Minors - Jonathan Rosenthal asked if we should remove this option from the application and mentioned that he will post this question on the Advisors List Serve. Jonathan distributed the comments gathered from advisors based on his question posed on the listserv. The committee discussed enrollment limits in minors, frequency of students who do not know how or why they have a minor on their record, whether University College advisors have time to have “minor discussion” during Preview. In principal, the committee agreed with removing minors from the application, but Jonathan will discuss this with University College advisors during Preview Training to address Wendi's concerns.

Catalog – Jonathan Rosenthal asked on the advisor listserv for feedback on the usage of the catalog to review it and make any suggestions on what needed to stay in and what needed to be updated. The consensus from the advisors was that academic policies, courses and degree requirements needed to be in the catalog; to revise the University-wide Teacher Education section, and recommended that there be a section for Transfer Students. Do we think students really use the printed Catalog? Not necessarily but it is still a useful recruitment tool. Do we “train” students to use the Catalog? No.

Subcommittees –

Training

Assessment: Mindy Kinney reported that the committee met to debrief about the presentation to AAAC and that they are moving forward with a short Administrators Survey. Mindy asked who will implement the recommendations. Amelia Noel-Elkins spoke to Jess Ray about the ARF form and he will check on Tony Vaughn's schedule to see when he can adjust the career services referral form.

Professional Development: Janet Claus reported that the committee will be advertising QMF Training Session very soon.

Technology: No report

New Advisor Training: Mark Vegter reported that the committee is not meeting during registration but that each member is working on their task for the New Advisor Training Manual.

The meeting adjourned at 1:30 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. 3rd Time Enrollments – February 8, 2008
5. Ten Year Limit For Courses – March 27, 2008

Academic Advisor Advisory Council Minutes

May 1, 2008
Moulton Hall 102C
2:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Jess Ray, Cathy McKay, Janet Claus, Laurie Merriman and Mindy Kinney.

Minutes – The minutes of April 19 were approved by consensus.

Chair's Report - Mark Vegter reported that the Transitions Conference has 88 registered attendees.

Treasurer's Report - \$303.53.

"Fix Class Registration at ISU" face book – Mark Vegter reporting for Amelia Noel-Elkins that there is a face book page that was started by a Freshman and that students are frustrated with registration here at ISU. Class availability is the main topic and the page is really students talking to other students. This was an informational topic only.

Student Photos for Advisors - Mark Vegter referred this to Jess Ray. Jess informed the committee that this is the comptroller's data and is a topic that needs further investigation. Janet Claus moved that this should be a topic for the Technology Sub-Committee, seconded by Laurie Merriman, approved.

Plans of Study, Pre-Req Files, Transfer Requests time frame – Mark Vegter reported that these items were mailed during Advance Registration and the return date was April 18th also during Advance Registration. There was discussion if the items could be mailed prior to Advance Registration so that departments could work on these before Advance Registration and return them when needed. Jess Ray confirmed that this would probably be okay but would check. Mark also asked if spring and fall indicators could be put on the 4 year plans? Yes.

Summer Meeting Schedule – The committee agreed to meet June 12 at 1 p.m. and to cancel June 13 and 27 and to meet July 17th as well.

Committee Meeting Members Terms – The committee discussed whether or not the terms for the members is the Academic Year or Calendar Year, Calendar year.

Subcommittees –

Training

Assessment: No report.

Professional Development: Janet Claus reported that on the Fall Transfer Day. The College of Business 366 room will be used for all speakers and the atrium for lunch. There was discussion by the committee that all of the speakers topics were on assessment and would this be too much on that particular topic?

Technology: No report

New Advisor Training: Mark Vegter reported that the committee will be meeting next week.

The meeting adjourned at 3:00 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. 3rd Time Enrollments – February 8, 2008
5. Ten Year Limit For Courses – March 27, 2008
6. Minors on the application – March 27, 2008
7. Last Chance to Graduate – University of Min. ongoing topic

Academic Advisor Advisory Council Minutes

May 15, 2008
Moulton Hall 102C
2:00 p.m.

Chairperson Mark Vegter called the meeting to order at 2 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Amelia Noel-Elkins, Cathy McKay, Janet Claus, and Mindy Kinney.

Minutes – The minutes of May 1 were approved by consensus.

Chair's Report - Mark Vegter had nothing to report.

Treasurer's Report - \$303.53. Fiscal Year 2009 will start with \$3,000.

DASAC – Cathy McKay reported on the Department and School Advisor's Council (DASAC) meeting from May 8th, 2008. The meeting consisted of reviewing and changing the by-laws – the wording in the Officers and Election of Officers sections; also discussed summer retreat ideas; and how departments handle questions/visits from prospective students and how departments deal with students who cannot continue in their current major program. Amelia Noel-Elkins mentioned a new pilot program that is being developed in University College regarding career advising for students.

Freshman/Sophomore Transition Week - discussion about each department working with their University College advisor and having meetings with Freshman/Sophomores to make the transition seamless from their University College advisor to their major department advisor . This could be done in the spring semester. During this same time the major department could have meetings available for undeclared students interested in their department. The AAAC endorsed this idea and suggested that it be mentioned in future campus meetings with advisors.

Minors on Applications, Change of Major on-line form - Jonathan Rosenthal reported that he will be meeting with University College to discuss the removal of minors on the Admissions application and that there will be meetings to preview the Change of Major web pages in the next weeks.

Subcommittees –

Training

Assessment: Mindy Kinney reported that the meeting was cancelled today due to lack of attendance. The Student Government Association and Jan Murphy from the Provost's Office have begun looking at assessment of advisement as well.

Professional Development: Janet Claus and Mark Vegter reported on the Fall Transfer Day. The Fall Transfer Day organizers are looking at a way to link the advisor mission statement to assessment. There was discussion on where does assessment fit in, possibly learning what assessment means, and different assessment tools. There will be no break out

sessions just four large sessions. It was suggested that Anjie and Kathy be at our next meeting. Janet Claus will not be able to consistently serve as liaison so Kathy or Anjie will come to the June and July AAAC meetings.

Technology: Jess Ray reported that AIS is working on an Administrative portal: iCampus – to view what the student sees, hypothetical plans, electronic sub waivers, demographics (some pieces of information on a student would be available live from the mainframe). There was discussion on the Progress Towards My Degree and the note “You have not yet met degree requirements.” Jess will be sending an email out on the list serve asking for suggestions or responses that could be used instead.

New Advisor Training: Mark Vegter reported that the committee met and is working on getting a draft out by December.

The meeting adjourned at 3:00 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. 3rd Time Enrollments – February 8, 2008
5. Ten Year Limit For Courses – March 27, 2008
6. Last Chance to Graduate – University of Min. ongoing topic

Academic Advisor Advisory Council Minutes

July 17, 2008
Hovey Hall 308
1:00 p.m.

Chairperson Mark Vegter called the meeting to order at 1 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Amelia Noel-Elkins, Cathy McKay, Janet Claus, and Mindy Kinney. Guests: Kathy Schmidt and Anjie Almeda.

Minutes – The minutes of May 15 were approved by consensus.

Professional Development Subcommittee Special Report - Anjie Almeda and Kathy Schmidt, Co-Chairs of the Professional Development Committee gave an update on the Fall Advisor Day. \$1600 from AAAC and a few hundred from Transitions Conference. Using campus catering. The theme is “Taking the Advising Mission from Paper to Practice.” The goal is that the Fall Advisor Day will help determine the topics for the Professional Development sessions for the rest of the year. Jonathan mentioned that a good professional development topic would be the baseline education that occurs during first year advising. Are the goals of University College and departmental advisors the same? There was more discussion about the freshmen-to sophomore transition week. Connecting with campus Life, partnering with Find your Major, and having college-wide meetings?

Chair’s Report - Mark Vegter had nothing to report.

Treasurer’s Report - Fiscal Year 2009 will start with \$3,000.

Jonathan - Discussed Departments having a Freshmen Transition event and working with their University College Advisor and the benefits from doing so. Mentioned that University College has a discussion centered on Freshmen Transition.

Preview – Cathy McKay aside if anyone noticed that the parents/students were arriving late to the department sessions. Mark Vegter agreed. Amelia will visit with Mary Jo on this issue.

Fall Schedule – Friday afternoons, the first meeting is scheduled for August 29th from 1-2:30. There was also discussion on elections and that they should occur right after registration. New members can join AAC for the November and December meetings.

Hosting Regional NACADA – Mark Vegter brought this up and Jonathan is in favor of hosting a regional NACADA meeting. The Transitions Conference had money left over, roughly \$700.

Subcommittees –

Training

Assessment: Jonathan will be bringing the preamble of the Chairs/Directors survey to Provost Evert’s attention.

Professional Development: Reported previously.

Technology: No report.

New Advisor Training: No report.

The meeting adjourned at 2:00 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. 3rd Time Enrollments – February 8, 2008 – paperwork and approval
5. Ten Year Limit For Courses – March 27, 2008
6. Last Chance to Graduate – University of Min. ongoing topic

Academic Advisor Advisory Council Minutes

August 22, 2008

Hovey Hall 308

1:00 p.m.

Chairperson Mark Vegter called the meeting to order at 1 p.m.

Attendance: Mark Vegter, Jonathan Rosenthal, Jess Ray, Amelia Noel-Elkins, John Walker, Cathy McKay and Mindy Kinney.

Minutes – The minutes of July 17 were approved by consensus.

Chair's Report - Mark Vegter reported that he emailed the President of SEA for a new student representative for this committee...

Treasurer's Report - Started Fiscal Year 09 with \$3000, received an additional \$200 transferred from the Career Center to be spent on the Advisor Day. Expenses as of today on the Advisor Day \$958.08 with a balance of \$2,241.92. Additional expenses encumbered towards Advisor Day - \$744.28.

Advisor Day - Reviewed the event. Comments were positive but needed more breakout sessions and information sharing – topics that directly affect advisors. Jonathan's concluding remarks focused on the many tools that we have now that we did not have before. Spoke about putting in place an advisement syllabus; reminded of Charlie Nutt's recommendation on having a 4-year syllabus, one for transfers and one for freshman.

Sub-Committees – Suggested that the sub-committees submit a time-line on committee work, where they are at with any current tasks and what goals do they have. Also mentioned that the subcommittees submit a list of planned events for the fall. Mark Vegter mentioned that Mary Jo Fabich will be hosting advisor brown-bag sessions to talk about Transfer Day issues.

Apply to Your Major – The committee will be reviewing the internal Major Change web based system in October. This is a change for all departments to refer internal prospective students to ICampus to apply to the major.

Grade Reported – Jess Ray reported that he is having conversations with AIS and working through the programming aspects.

Waitlist – Jess Ray mentioned that this committee could develop specs of what we would like the waitlist to do.

Subcommittees –

Training

Assessment: No report.

Professional Development: No report.

Technology: Jess Ray reviewed the accomplishments from last year and started to develop an agenda for next year to be able to share with AAAC.

New Advisor Training: No report.

The meeting adjourned at 2:10 p.m.

Respectfully Submitted:

Cathy McKay

Secretary/Treasurer

Pending Items:

1. APA grades – January 11, 2008
2. iCampus Portal Advising Listing – January 11, 2008
3. Waitlist – January 11, 2008
4. 3rd Time Enrollments – February 8, 2008 – paperwork and approval
5. Last Chance to Graduate – University of Min. ongoing topic
6. Review of Internal Major Change web based system - October