

## AAAC Technology Subcommittee

Thursday, September 6, 2012 Minutes

Members Present: Deanna Deatrick, Jody DeCremer, Ryan Gray, Nancy Jakubczyk, Mindy Kinney, Jess Ray, Diane Skidmore, Christie Martin, Allison Anson, Grace Johns, Maureen Smith

Members Absent: Darryl Craig, Kat McCreery

Minutes from May 3, 2012 Approved

Mindy – motioned

Ryan – seconded

- Jess Ray will continue to be our AAAC representative
- Appointment Manager is currently being used by several departments: Curriculum and Instruction, Nursing and U-College
  - Nancy demonstrated how the software works:
    - The product uses the Outlook calendar/email
    - Students are able to select a time and day.
    - Student are sent a reminder a day before the appointment.
    - Can keep track of no-shows.
  - If the product starts to be used by the rest of the university, they (the university) will pick up the yearly cost. Until then, the individual units will continue to fund it.
- LEAP Forward Committee
  - Advisor committee was formed to talk about the “day in the life of an advisor”.
  - Pain Points were also discussed. Jess has 1,177 pain points!

Committee Goals for 2012-13

- Jess will talk to the AAAC to find out what they would like us to be doing
- General Education changes will be happening in our current system. They will roll out in the 14-16 catalog. This will need to be done by spring.
- General Education and Technology
- Jess is working with a student group, they are working on a “Wait List” system

The next meeting will be scheduled for October 4, 2012

Meeting adjourned at 9:55 am

Diane – motioned

Grace – seconded

Respectfully Submitted by Jody DeCremer