

**AAC Technology Subcommittee Minutes**  
**Moulton 102C**  
**October 2, 2014**

Members Present: Christie Martin, Mindy Kinney, Grace Johns, Ryan Gray, Jess Ray, Allison Anson, Nancy Diller, Deanna Deatrack, Patrick McNulty, Raz Steward, Jane Koscielak, and Maureen Smith

10:02am Christie called the meeting to order

Motion by Maureen to approve the September minutes; seconded by Mindy.

**Leap Forward Updates**

Jess indicated that the response to request more SME's was poor.

Some key points were pointed out:

- U College just added Allison, Patrick, and Julie
- more advisors are needed ASAP
- will need advisors as it would be difficult to train a non-advisor to understand the plans of study quickly
- LEAP Forward will need to go to supervisors and/or deans for "volunteers"
- there is flexibility as to where and when this work is done. Eventually one could work in their office
- the actual work is building plans of study in the new system
- if this is not completed by the due date some plans may need to be eliminated and then will need to use a "hand audit" for those
- training is 1/2 day
- need is about 4 additional full time equivalent

**Old Business**

Fall Advisor Day: Jess acknowledged that there were questions from that meeting which he will answer and send out via email to advisors

A note -- Transfer Day will not work on the new system so advisors will need to use the old system for those days

**New Business**

Ryan showed the group the process that is being done (He wanted the group to note that the graphic design is not complete at this time)

A few key points:

- General Education is built from 2008 forward
- SME's working on majors. 2008 is complete and now it is updating all catalogs forward
- Registrar's Office will update plans annually
- Ryan made note that some majors and plans are more difficult than others

Motion to end meeting by Nancy, seconded by Grace.

Respectfully submitted: Maureen Gollmer Smith