

Academic Affairs Committee

Agenda - October 6, 2023

9:00am McMullin (D200)

Voting Members Present: Stephanie Beaver, Tina Bradley, Robin Navel, Eddie Dry, Lucy Haun, Paul Stepp, Jill Roach, April Woods, Sadie Quick

Non-Voting Members/Attendees Present: Jessica Clanton, Beth Whitfield, Michael Thomas, Jacob Hutchinson, Kristina Radivojevich, Robert Shurley, Shelia Priest, Melissa Klinger

1. Call to order - 9:02am
2. Minutes:
 - a. There were no changes to the September minutes, so the minutes stand.
3. New Business items:
 - a. Update on membership – as of 10/4 a student member, Sadie Quick, was added to the committee, so all spots are occupied.
 - i. All committees have student representatives now, so Tina will send a membership update of all committees.
 - b. Update from Academic Advising Workgroup: Jacob Hutchinson
 - i. Advising Days – This is still in the planning phase, but the goal of this would be a strong push on students to be advised in November and December before campus closes for break.
 1. If you look at the [Spring Academic Calendar](#), Convocation is on January 3rd and classes start on the 8th, which leaves very little room for advising when we return from Christmas Break.
 - ii. Advisor training and mandatory meeting
 1. On October 27th, there will be two things happening:
 - a. At 10 am there is a training for advisors who were formerly tier 3 and for advisors who are new. This will be a refresher on advising and training on how to advise in Banner.
 - b. At 11:30am there is a mandatory training for all advisors. This will be training on the Banner notes function, the new advising syllabus, and other advising related things.
 2. Advising for the Spring 2024 semester opens on November 6th.
 - c. Update from Online Workgroup: Shelia Priest
 - i. Planning of the Canvas transition timeline
 1. The Online Workgroup is working with Title III to put a Canvas transition calendar together. The goal of the calendar will be to break the transition into smaller assignments in the hopes that things go a little smoother.

- a. The main two things that the group is trying to assist with are the exporting from Blackboard and importing to Canvas and setting up Canvas shells. Title III is assisting with these things.
 - b. The calendar will have due dates as the workgroup is hopeful that this timeline will ensure all courses are moved into Canvas before Summer break.
 - c. They are currently waiting for Dr. Daniel to give the final stamp of approval.
 - ii. Possibilities for implementation of new online best practices
 - 1. Best practices after NISOD training.
 - 2. They are working on how to get ahead of AI use. They are looking at professional development opportunities so that our campus can be as proactive on this as possible.
- d. Update from Library Workgroup: Tina Bradley
 - i. Student technology checkouts in the library (laptops, TI-84 calculators)
 - 1. At the beginning of the semester, there were 55 laptops available and they were all checked out within the first two weeks of classes starting.
 - a. Some students brought them back and they were able to check those out to students on the waitlist.
 - b. As of this past Wednesday, there were 10 classroom laptops that were made available to be checked out as well. Students from the waiting list were contacted. There are 4 still available.
 - c. Beth asked "Is there an issue with computers not coming back?"
 - i. Tina informed the group that in the last 3 years, only 5 have not been returned. The library has a process for contacting students to get laptops back.
 - ii. A hold is put on the account if the laptop is not returned, so it prevents students from registering or from having their transcript sent elsewhere.
 - iii. The Cashier's office has worked with the Library on a process for students who have checked out a laptop but then have been dropped from all of their classes.
 - iv. Jill asked if there was a way to let students know that Chromebooks and cell phones don't work for doing work in all classes. Tina will talk to William and the Career Coaches about getting this communication out to students.

