

CALS – ACADEMIC AFFAIRS COMMITTEE MEETING

October 9, 2009

Attendance: Russ Jurenka, Mike Retallick, Phil Spike, Barb Osborn, Amy Peyton, Tom Polito, Laura Stewart, Dianne Bystrom (Guest from the Catt Center), Nancy Boury, Mickie Deaton, Melody Carroll, Sarah Bender Miller (chair), John Burnett, Jim Holtz, Ebby Luvaga, Russ Mullen (recorder for the meeting)

1. Dianne Bystrom (Catt Center) discussed a new leadership certificate program for undergraduates. Requires 21 credits, awarded by LAS College, open to students in all colleges. For more information see: www.las.iastate.edu/cattcenter/leadership

If you think your department has courses that meet the capstone leadership course, contact Dianne by email.

2. Minutes of the September 4, 2009 meeting were approved.
3. Melody Carroll volunteered to take notes at the next meeting.
4. Registrar's Office automatically adds Lib 160 to a student's schedule. CALS requested that this policy not be applied to CALS.
5. AP courses may not be included in student advising materials by the regular registration date.
6. Discussed advisor access to student records on AccessPlus. The problem occurs when paper records are discontinued as part of the green initiative. However, advisors may not have access to student records at the beginning. The committee felt that advisors need immediate access to advisee records. Discussion followed and will continue.
7. Discussed the need to fill out a last 32-credit-hour waiver form for students completing a study abroad class.
8. In the future the university withdrawal form is going away.
9. UAAC report.
 - a) October 22, 4-5 p.m., Gold Room, MU: meeting for all advisors and other interested parties to discuss the draft of the Advisor 1-4 Position Descriptions. HR will not be attending.
 - b) Professional Development Opportunity—The last 5 advising scenarios/vignettes (from the NACADA webinar) will be shown on February 11, 3-5 p.m., Pioneer Room, MU.

- c) Oct. 14, 3-4 p.m. “Retaining Students in Iowa through Academic Advising” (To view in room 2030 Morrill Hall, register on AccessPlus, OR to view on your own computer—register through lowAAN webpage:
<http://www.public.iastate.edu/~registrar/lowAAN/>)
- d) New assistant Director for the Academic Success Center: Susan Rhodes
- e) UAAC subcommittee opportunities: finalize advisor 1-4 position descriptions; professional development and advisor training; assessment of academic advising; maintaining the UAAC advising website; APP advising.

10. Minor list for all minors in the university is recommended.

11. Ag Business minor is in the final stages of approval.

12. Meeting Adjourned at 11:50 a.m.