CAA Staff Meeting
May 2, 2019

Attended: JoAnn H, Karen F, Rachel A
Excused: Penny M
Phil P, Virginia B, Susanne F, Sarah M
Buck B, Kelly M, Nitin S, Lethaniel L
Tara S, Regina T, Denise T

Guest: Kathleen Diehl

Items Discussed:

JoAnn Announcements:
1. The front desk should not schedule an event over an existing event, please double check calendars before scheduling appointments.
2. Lethaniel has been working on an NASS brochure detailing NASS purposes, services, and vision.
3. May 3rd at noon is March through the Arch at Noon – BBQ to follow.

Kathleen Diehl, Director of the Dance Program was introduced to those in attendance. Kathleen stated that she is still new to her position and would very much like to understand the advising structure of ISU.

JoAnn discussed the advising structure of the university; currently, Academic Advising is assigned as the primary support advisor to all incoming students. Faculty can complete a Curriculum Change Request (CCR) to declare/change a student’s major and assign a primary major department advisor and others in the department who need access to student records.

If a student already has the correct major, faculty can email advinfo@isu.edu to assign a major department advisor and others who need access to student records. When Major department advisor assignments are processed, Academic Advising will be removed from the student’s record. Academic Advising encourages students to visit with their departments and obtain a Major advisor.

Kathleen discussed low enrollment in Objective 4 Dance courses. Academic Advisors were able to share with Kathleen some ways to increase enrollment:
- Offer in-person courses, especially in Fall
- Inform students there isn’t any physical dancing required
- Attach a syllabus to courses in BengalWeb
- Offer late 8-week courses
- Schedule courses in periods other than 9:00, 10:00, or 11:00
- Add additional information about courses offered
- Offer courses on lower campus
- Send Academic Advising informative posters, (we will share with all campus advisors)
- Meet with the CAL graphic designer for high impact posters
- Contact ACAD 1104 course instructors to present in classes prior to registration for the next term, or to have course offerings announced (Cindy Hill in Student Success Center)
- Offer courses or course information for Fall to Bengal Bridge students in the Summer (Misty Prigent, First Year Transition), and Upward Bound (Sari Byerly, TRiO)
- Contact Brook Barber to participate in New Student Orientation (NSO)
- Other campus partners – Disability Services, Occupational and Physical Therapy depts., Global Studies, community involvement, and to work with Lethaniel and the Shoshone-Bannock Tribes.

Kathleen also stated she felt the department has beautiful rooms and facilities, but the department need additional signage to direct students and to advertise programs offered. Academic Advising staff will tour the facility.

**Sarah Mead discussed the Equivalency process used at ISU**
The Office of the Registrar processes the equivalencies for 1000 and 2000 level courses. They employ course descriptions and try to match 85% of course content. Some departments have requested sole responsibility in all transfer coursework equivalency. Dr. Derryberry in the Math department has agreed to allow the Office of the Registrar to complete 1000 and 2000 level math equivalencies, which includes anything below Calculus III. If the Office of the Registrar is unable to evaluate a specific course based on course descriptions, they may request a syllabus from the student, or contact the Math department for their recommendations. 
Re-evaluations will not be performed automatically; students who are requesting a re-evaluation of courses evaluated prior to Fall 2018 should email tceinfo@isu.edu will all information. The Office of the Registrar will also discuss with departments Objective satisfying coursework when applicable. An example of this would be an oceanography course – ISU does not have an equivalent course, but the course would satisfy a portion of Objective 5.

Sarah stated that the Transfer Articulation Table bases equivalencies on the current term, there is no indication whether the course is online or in-person, equivalencies are based on content and that she will look into having GEM course satisfaction noted on the Transfer Articulation Tables.

**Tara Smith** informed the group that Economics will offer a BBA in addition to the BS for 2019-20.
Please refer all HCA students to Tara.
Health Informatics moves to DHS in 19-20 – See Velma Payne for additional information.
Business Informatics, please see Tara.
Kevin Parker is the chair for Computer Science in COSE and Business Informatics in COB. Tara is able to complete overrides for Business coursework.
Please feel free to email Tara when she is out recruiting, she checks her emails often and will get back with you quickly.

Nitin Srivastava
IPO is currently looking to hire a Study Abroad Coordinator; Kendra Cranor’s last day is May 3rd, 2019.

Meeting Adjourned 11:04 am