

College of Agriculture and Life Sciences Academic Affairs Committee Meeting Minutes

Tuesday December 14th, 2010

9:00-9:50am

17 Curtiss

In attendance: Mickie Deaton (Student Services-presided as chair), Jim Holtz (BIOL), Howard Tyler (AN S), Tom Polito (Student Services), Ebby Luvaga (Ag Bus), Barb Osborn (HORT), Mike Retallick (Ag Eds), Sarah Miller (FSHN), John Burnett (NREM)

1. *Note taker:* Sarah Miller
2. *Review and approval of November 9th meeting minutes* – approved, no changes.
3. *Howard Tyler* – presented his program titled “Establishing Programs to Create Early Social and Academic Connections to ISU”. The program was sponsored by Dean Acker’s retention grant and covers new approaches used by AN S to enhance retention. These were targeted towards non-resident students, but the approaches could be effective for all students. The presentation is attached to the email message associated with these minutes. There was interest about several of the practices used and it was suggested that an upcoming meeting focus on students with disabilities and a separate meeting (perhaps a brown bag lunch) to discuss developing department and college Facebook groups.

During the discussion, a question about access to advising records came up and Tom asked committee members to email him about when advisors should have access to student records. He is on a committee about going to paperless advising files and the information would be helpful to pass along to that committee.

Also, Polito mentioned the Student Success Summit on March 24-25th and asked Tyler to submit a proposal. He also mentioned that others could submit proposals and the call for proposal would be coming soon.

4. *Incoming Transfer Audits (yellow ones)* – *continue discussion* – Tom Polito-the discussion was continued and similar issues arose in terms of efficiency and effectiveness of using the audits to share information about transfer courses with prospective transfer students. Several committee members supported directing the transfer students to the individual departmental advisor for more information, however, Polito expressed concern over the possible inconsistency in response from all departments. Due to time constraints, there was no resolution so the issue was tabled.
5. *Changing majors & File Transmittal forms* – Mickie-Due to time constraints this issue was tabled until the next meeting.
6. *Map Works* – Tom Polito-Polito asked that committee members send him periodic feedback via email about Mapworks.
7. *Placement Tests (math)* – Tom Polito- Polito shared that he told Elgin Johnston in the math department that advisors will continue to use Math ACT scores for placement into Math courses because of concern over correlation between math placement score and success in various math courses. Polito was told that Johnston will look

into correlation and share what he finds. Going forward the Math Placement Tests will be required if a student wants/needs to take a math course at Iowa State, but there can still be a conversation between the advisor and the student about the placement. Statistics will be included in the assessment. Students will be asked to take the placement assessment at least 2 weeks before orientation. A tutorial will be offered for \$30.

8. *Additional agenda Items or reminders*-Deaton asked that agenda items for future meetings be sent to Carroll (committee chair).