

## **Minutes: UAC Executive Board Meeting**

**December 4, 2013**

**Attending:** Donna Witt (President), Avery Pavliska (President Elect), Bonnie Bustos-Rios (VP, Programs), Ashlea Schroeder (VP, Communications), Jaclyn Upshaw-Brown (Secretary), Jeana Goodson (Parliamentarian), Amber Skinner (Historian), Trina Gregory (AGLS), Brittany Hammond (Business), Roxanna Russell (Geosciences) Clint Crampton (Science), Marco Valadez (Liberal Arts), Dave Kincaid (BIMS), Karl Mooney (Transition Academic Programs), Jennifer Lightfoot (Business Services), Morgan Jones (Academic Affairs), Stephanie Bullick (Student Affairs), Bethany Smith (Student Affairs), Mindy Phillips (Athletics), Nora Cargo (Financial Aid), Irene Scott (Global Programs Support), Jayson Naiser (Blinn).

**The meeting was called to order at 10:05 a.m.**

**Minutes approval:** Minutes from the November 6 meeting were approved.

### **Officer and committee reports:**

President – Donna Witt:

- Karen Matthews is retiring; Peer Academic Services will integrate with Academic Success Center and Dr Kracht will assume leadership.
- Academic standing emails from the Associate Provost for Undergraduate Studies will be revised to make more clear to students that it's a blanket email, and advisors will be warned.
- New Student Conferences: About 1000 students have registered for the January conferences (mostly transfers)
- Vet Resource & Support would like to host a half-day training for advisors. Proposed date is March 18, the same week as Symposium (week after spring break) -- would this be a problem? Some Board members felt the week after would be better as long as advisors know in advance, even though the fall schedule should be live by then and pre-registration advising will be picking up.
- Spring Board meeting schedule: Jan 8 (Rudder 501 or possible e-meeting), Feb 5 (Rudder 701), March 5 (Rudder 501), April 2 (Rudder 501)

President Elect – Avery Pavliska:

- There is a system-wide committee for advisor training, chaired by Dr. Kracht; he met with A. Pavliska, A. Mather, and D. Witt to discuss ways to develop training for advisors throughout the system (perhaps similar to the existing FERPA training).

VP Programs – Bonnie Bustos-Rios:

- Theme for Symposium has been decided (Advising is Transformational). Committee is trying to narrow down a speaker from a list of three possibilities from the NACADA executive office; will receive support from UG Studies. Symposium is 3/20.

VP Communications – Ashlea Schroeder: No updates

Secretary – Jaclyn Upshaw-Brown: No updates

Treasurer – Cristina Vela: No updates

Immediate Past President – Amanda Mather:

- EIS Steering committee met this morning; degree planner approval system will be available in December. Holds will automatically be lifted upon approval. Dr. Kenemer has requested a timeline for percentage of approvals.
- Students admitted for the first time fall 2013 will have a hold in October 2014; January 2014 admits will have holds as of March 2015. Students who started before fall 2013 have an entry in WOA HOLD saying the degree planner is not required.

**Old Business:** None

**New Business:** None

### **College/Division Announcements**

Office of the Registrar (J. Schilke):

- Degree Planner emails to students for whom the plan is required will go out later this month.
- Course scheduling has begun for summer/fall 2014. January 10 is the departmental deadline for course request file submission. The scheduling timeline can be found at <http://registrar.tamu.edu/forms/Timeline.pdf>.

- All degree candidates must have all required credits posted by 5pm, Thursday, December 12, to receive a diploma at commencement. Per Student Rule 14.5, the last day for students to clear is 5pm, Friday, January 17.
- Fall 2013 final grading will begin December 4th at 8:00 a.m. The deadline to submit grades for Degree Candidates is 6:00 pm. on December 12th. The deadline to submit final grades for all other students is noon on December 16th. The online grade entry system will be unavailable from 6:00 p.m. on December 12th until 8:00 a.m. on December 13th to allow for degree candidate grade processing and graduation clearance.

Update on the Honors Questionnaire:

- Survey results indicated that participating advisors would be interested in an indicator of students' honors cohort status, both in Howdy and in Compass.

Student Affairs (Stephanie Bullick):

- Disability Services still needs volunteers for final exam proctors -- those interested should let her know.

Scholarships & Financial Aid (Nora Cargo, in for Bridgette Ingram):

- Over 17,000 ApplyTexas scholarship applications were submitted by Dec. 1. The continuing student application is open until Feb. 1; students can find more information on Howdy or [scholarships.tamu.edu](http://scholarships.tamu.edu).
- Will be running SAP evaluation
- Students who receive all failing grades will need to confirm beginning attendance. Some professors feel this is not their job, though that's what the federal regulations require; SFA asks that advisors reinforce the importance of this if professors ask, as it could mean very large penalties for the university or loss of aid for students if we don't comply. In the future, we may have a system where faculty can confirm whether they've seen students in the first 12 class days, or possibly an option when they enter grades if student never attended.
- Changes to SAP policy -- percentage of completion for graduate students is now only 67%; UG is still 75%, but changing maximum of 180 hours to 160 hours (from 150% to 134%). Email has gone out to students. Law students are evaluated annually instead of semesterly; since their grades are not due till 45 days after end of term, there will be a special check in June.
- Enrollment intent questionnaire will go out for students enrolling less than full-time so that SFA can go ahead and disburse aid rather than waiting to see if they add hours to be full-time. Forms will be posted next week; students will be notified through Howdy.
- Aid disbursement for spring will begin Jan. 4. A discussion followed regarding the need for collaboration between academic colleges/departments and SFA as students' classes are dropped for probation/dismissal; if this happens after aid has been disbursed, it must be collected from the students, which presents challenges. S. Murdock suggested this topic should be discussed with the AOC deans to explore whether a uniform policy on which hold to use could be implemented.

Student Business Services (J. Lightfoot):

- SBS will not post tuition bills until Jan. 7, with a due date of Jan. 24; students may sign up for installment plan through Feb. 10.
- Issues caused by students adding classes very late in the term (after census date): University doesn't get funding from the state. This also causes problems for students on assistantship because they have been paid for up front for a smaller number of hours. SBS asks that departments try to avoid late adds as much as possible.

Academic Success Center (M. Jones):

- Only major change with Peer Academic Services merger should be that they will directly be providing tutoring instead of referring students out.
- Working to hire Brian Newman's replacement.
- New Academic Coach started Monday.

Mays Business School (B. Hammond): Mays has hired a new recruiter/advisor.

Transition Academic Programs (K. Mooney): Debbie Perez, who retired, has been hired back to work part-time in TAP.

Agriculture & Life Sciences (D. Witt): New advisors have been hired in WFSC (one to replace Felix Arnold, one new position)

Blinn (J. Naisor): There are still openings in minimester courses.

**The meeting was adjourned at 11:05 a.m.**