



**UAC Executive Board Agenda
September 1, 2010
Rudder 501**

Attendees: Jon Kotinek (President), John Louis Bolch (VP Programs), Amanda Schwede (Secretary), Erin Fisk (VP Communications), Ruthi Hernandez (Parliamentarian), Amanda Mather (President Elect), Jeana Goodson (Treasurer), Kelly Essler (Ag/Life Sciences), Amanda Holmes (Architecture), Jodan Thebeau (Mays Business), Erin Townsend (ABD Chair), Russell Ramirez (Edu/Human Dev.), Jackie Perez (Engineering), Karl Mooney (General Academic Programs), Emily Doucet (Lib. Arts), Clint Crampton (Science), Henry Huebner (Vet Med/BIMS), Richard Johnson (Acad. Affairs 2), Mindy Phillips (Athletics), Meredith Malnar (Student Affairs 1), Molly Eberly (Student Affairs 1), Katie Shehi (Student Business Services), Ori Varner (International Programs), Mike Yeater (Blinn College), Bethany Smith (Student Counseling Center)
Called to Order: 10:49 AM

- I. Welcome** – N/A; President Jon Kotinek will get training notebooks to those that were unable to attend retreat.
- II. Officer and Committee Reports**
- A. President–Jon Kotinek**
1. AOC Deans announced CV and syllabus required online (House Bill 2504). Next AOC Meeting is September 8, 2010.
- B. President Elect–Amanda Mather**
1. No report.
- C. VP Programs–John Louis Bolch**
1. Be looking for Advisor Briefing Day and Monthly Program Meetings. Monthly Program Meetings will be in various locations.
- D. VP Communications–Erin Fisk**
1. Has meeting tomorrow afternoon with Mark Chivas to discuss UAC website, branding, and marketing. Trying to make the website a “one-stop shop” for professional development at TAMU. Will put training notebook online, NACADA info, etc.
- E. Parliamentarian–Ruthi Hernandez**
1. See report under new business.
- F. Secretary–Amanda Schwede**
1. Make sure to sign the sign-in sheet before leaving today.
- G. Treasurer–Jeana Goodson**
1. Will meet with Mary Broussard tomorrow to discuss budget that was approved at the August Retreat.
- H. Immediate Past President – Rebecca Hapes**
1. No report.

III. Old Business

A. 2010-2011 Budget

1. Jon Kotinek will invite Terri Burger to a future meeting to present on fundraising. He will be sending out an update on the budget and request a vote on it in future.

IV. New Business

A. Bylaws Committee-Ruthi Hernandez

1. Ruthi passed out Mission Statement, Action Plan, and Ideas handout. Requested an Adhoc Committee be created to review bylaws, updates, changes. Said to email her at ruthihernandez@tamu.edu to be on the Committee. Amanda Mather motioned for approval of Adhoc Committee. Seconded by Erin Fisk. Motion carries.

B. Advisor Briefing Day

1. Erin Townsend is chairing. September 23, 2010, one ¾ day this year, until 3 PM, in 601 Rudder. Free with lunch provided at University Club. Registration is hopefully online this afternoon. Jon asked that advisors tell advisors in their colleges. He reported to AOC Deans that it would be a one day event this year and that he would like a good attendance this year. He said it was a good time for advisors to get together for professional development.

C. NACADA Participation

1. Mary Broussard-Said 12 to 15 presenters will have their registration funded and will be required to report back on what they learned at the Conference. Said, historically, UAC President is funded to go each year and Jon's will be this year. With TEXAAN may be tough to fund advisors to go but will have information to UAC on how funds will be distributed in the coming month. With cutbacks, will not be able to pay for all advisors to attend. Goal is to cover as many advisors as possible, for maximum exposure, that could gain the most from this professional development.
 - a. John Louis Bolch-November Monthly Meeting in Henderson Hall will be a recap of NACADA. Amanda Holmes offered room 200 Architecture Building for future meeting.
 - b. Jon Kotinek asked Mary to forward her list of presenters to him and he would forward his to her office. Both agreed.
2. Mary-Asked about NACADA webinars and who paid for them. Jon Kotinek said that Kristin Harper funded in past based on attendance. Mary said if webinars were well attended, then she could recommend continuing but if not, advising money could be better used for other professional development.
 - a. Jon Kotinek asked for advisors to look at future webinars and let him know which ones are important.
3. Mary-Her office is supportive and believes UAC is important to campus and believes in helping advisors as much as possible. Knows we are looking at a negative balance and said if money is needed, it could be requested from her office. Utilize money available to get most out of it.

V. Announcements

A. Upcoming Programs Dates/Calendar Items

1. **UAC Executive Board Fall Meeting Schedule:** (Wednesdays at 10:30 AM, Rudder 501)-October 13, November 3, December 1
2. **UAC Monthly Meeting**-No September meeting, Advisor Briefing Days
3. **UAC Advisor Social Hour – Thursday, September 30,** 5:00 – ???, Fox & Hound
4. **Future NACADA National Conferences:**
 - a. 2010 NACADA–Oct 3–6, Disney World, Orlando, FL. September 3, 2010 priority registration deadline
 - b. 2011 NACADA–Oct 2–5, Denver Convention Center, Denver, CO
 - c. 2012 NACADA–Oct 4–7, Gaylord Opryland, Nashville, TN
5. **2009-2010 NACADA Webinar Series – *Reaching and Retaining Students***
 - a. Thursday, September 16, 2010-*Building the Framework: Advising as a Teaching and Learning Process*
 - b. Thursday, November 18, 2010-*Tips and Tools for Advising as a Teaching and Learning*
 - c. **Wednesday, November 32, 2010** [This day and date need to be changed to the correct one.]-*The Conceptual Component of Advising: Developing the Purpose, Values, and Frameworks for Why We Do What We Do*
 - d. Wednesday, December 15, 2010-*Cultivating the Potential in At-Risk Students*

B. College/Department Announcements

1. College of Agriculture & Life Sciences–
2. College of Architecture–
3. Mays Business School–
4. College of Education & Human Development–
5. Dwight Look College of Engineering–
6. General Academic Programs–
7. College of Geosciences–
8. College of Liberal Arts–
9. College of Science–

10. College of Veterinary Medicine and Biomedical Sciences-

11. Athletics-

12. Scholarships & Financial Aid-

13. Admissions & Office of the Registrar-

14. International Programs-

- a. Orië Varner-Lots of discussion on foreign travel now. Students need to register with her office when they go abroad, such as a conference outside the U.S. Highlighted events below. Students can stop by her office anytime with questions.
- b. Study Abroad-Policy Updates-**21.01.03.M1, Foreign Travel was recently revised and renumbered**. The University Foreign Travel rule was revised to address graduate student and/or employee travel to a foreign country. Due to the ever-changing global situations, it has become necessary to make changes to the approval process for foreign travel, foreign travel expenditures and to provide guidance for additional approval steps needed for travelers going to a country under a Travel Warning. See <http://rules-saps.tamu.edu/PDFs/21.01.03.M1.pdf>.
- c. Study Abroad-Events-See below

*Wednesday, September 1 4:30P-6:00P

Informational on Boren Award for Study Abroad, 357 Bizzell Hall West

<http://www.iie.org/en/Programs/Boren-Awards-for-International-Study>

Contact: Irene Scott (isscott@tamu.edu)

*Wednesday, September 15 10:00A-2:00P

Deadline to Apply for Spring Semester Reciprocal Exchanges

http://studyabroad.tamu.edu/reep_program.asp

Contact: Orië Varner (ovarner@tamu.edu)

*Wednesday, September 22 10:00A-2:00P

Overseas Day Fall Study Abroad Fair, Rudder Exhibit Hall

http://studyabroad.tamu.edu/overseas_day.asp

*Tuesday, September 15 10:00A-2:00P

Deadline for Benjamin A. Gilman Study Abroad Scholarship (Winter/Spring Students)

<http://www.iie.org/gilman>

Contact: Orië Varner (ovarner@tamu.edu)

d. Study Abroad-Informationals

*Tuesday, September 28 5:15P

General Study Abroad Informational, Rudder 301

*Wednesday, September 29 3:30P
General Study Abroad Informational, Rudder 601

e. Study Abroad-Campus Visits

*Thursday, September 9 10:00A-2:00P
Campus Visit: International Studies Abroad (ISA), Koldus
*Monday, September 13 10:30A-2:00P
Campus Visit: American University Of Cairo, Koldus
*Monday, September 13 4:00P-5:00P
Campus Visit: American University Of Cairo, Rudder 502 (Informational)
*Wednesday, September 15 11:00A-2:00P
Campus Visit: Peace Corps, Koldus
*Thursday, September 16 10:00A-2:00P
Campus Visit: Global Student Experience, Koldus
*Wednesday, September 15 6:30A-7:45P
Campus Visit: Peace Corps, Rudder 308 (Informational)
*Thursday, September 23 8:00A-5:00P
Campus Visit: International Student Volunteers, Rudder 404

f. International Student Services-Survivor Series Workshops for International Students: <http://international.tamu.edu/iss/events/survivorseries.asp>

*Thursday, September 2 2:00P-4:00P
Aggieland 101: A Fish's guide to Becoming an Aggie, Rudder 501
*Thursday, September 9 6:00P-9:00P
Family Resource Night, University Apartments Community Center
*Tuesday, September 14 5:00P- 7: 00P
Help! I need money! Financial Aid for International Students, THOM 112
*Thursday, September 16 5:15P-6:15P
Law and Order: Learning your legal rights as an international student, Rudder 501
*Wednesday, September 22 5:00P - 7: 00P
Date Night: Dating and courtship, customs and culture in the U.S., THOM 112
*Thursday, September 30 5:15P-6:15P
But I didn't know that was considered cheating! Avoiding Academic Dishonesty, Rudder 501

15. Honors Programs-

16. Student Business Services-Katie Shehi passed around due dates. (See handout)
Students with same question can have that question posted to AggieAnswers.

17. Blinn College-Mike Yeater-AAI position available. Open for five days. Let possible candidates know.

18. Student Government-

19. Career Center-Sciences Career Fair, September 16, 2010 10:00 AM-3:00 PM, Rudder First Floor

Erin Fisk motioned to adjourn. Jon Kotinek adjourned meeting at 11:24 AM.