



UAC Executive Board Retreat Minutes
July 2, 2012
Memorial Student Center 2500ww

Agenda:

- Academic Success Center Discussion with Dr. Ann Kenimer and Cynthia Hernandez
- Big Ideas
 - Strengths and Weaknesses of UAC
 - Questionnaire to UAC general membership
 - UAC web presence and ways to improve communication
- Announcements

Attendees:

John Louis Bolch (President), Amanda Mather (Immediate Past President), Donna Witt (President - Elect) , Kelly Essler (VP, Programs), Bonnie Bustos-Rios (VP, Communications), Amanda Holmes (Secretary), Jennifer Allen (Treasurer), Emily Doucet (LBAR), Laura Heard (Admissions & Office of Registrar), Amanda Schwede, Jonathan Howell (AGLS), Nick Kilmer (Scholarships & Financial Aid), Paul Harwell (Student Affairs), Jackie Perez (ENGR), Jon Kotinek (Honors and Undergraduate Research), Orié Varner (International Programs), Katie Shehi (Student Business Services), Mary Broussard (Undergraduate Programs), Dr. Ann Kenimer (Associate Provost of Undergraduate Studies), Cynthia Hernandez (Vice President for Student Affairs)

Opening:

The UAC Executive Board Retreat was called to order at 1:00 on July 02, 2012 by John Louis Bolch.

Discussion Items:

- **Academic Success Center** - Led by Dr. Ann Kenimer.

Dr. Kenimer requested UAC input on the proposed Academic Success Center (ASC). She said that she wants to make sure that the programming offered by the ASC would mesh well with what academic departments are already doing. Advisors can help the ASC identify students that may be in trouble. It is not the goal of the ASC to provide academic advice, but to provide academic rehabilitation to students who may need some assistance in achieving their potential. Dr. Kenimer's office is currently working with TAMU IT to develop a reporting system that would send advisors a report of the students' progress. [Amanda Mather](#) asked for a timeline and Dr. Kenimer said that they plan to capture students after fall grades are final so they are expected to officially be open around Christmas of this year. [Jon Kotinek](#) wanted to know what services or programming the ASC is going to provide for students who are accumulating large amounts of debt. Dr. Kenimer said that they were planning to provide something along the lines of the moneywise Aggie workshop and other similar personal finance training opportunities. [Donna Witt](#) asked about the location of the ASC and Dr. Kenimer responded that the main floor of the YMCA is going to be used initially when the center opens its doors in the Spring of '13. They may have to relocate some of the SLC staff. Notices of vacancy should be posted in August. [Dr. Kenimer](#) asked the group if the ASC should require students to meet with their Academic Advisors. Everyone in attendance thought this was a good idea. There was some discussion of the PASS program and how it will be incorporated into the ASC. [Cynthia Hernandez](#) "Our programming will contain many of those components from the PASS program but the people administering it will change. We are now discussing the fate of the PASS program." Discussions on the basic points in the concept paper were as follows:

Name of the center: Generally everyone likes Academic Success Center

Mission Statement: No discussion noted

Target Audience: At this point they are just focusing on students who are below the 2.0 mark but they do not have a process in place to capture these students. **Amanda Schwede** noted that midterm grade reports may provide an opportunity to be proactive. There was some discussion about marketing the center to students who just want to improve their overall academic performance, even those who are not on scholastic probation. Dr. Kenimer said that they have talked about some of that but right now they are just focused on the sco pro students. However, if advisors find students at midterm that may be in some trouble, we can go ahead and send them over to the ASC. They are also looking at some programs that will mine e-learning grade books for students who are not turning in assignments. **Kelly Essler** asked about the Case Managers and what their actual function will be. Dr. Kenimer answered that they will be professional, non-faculty staff. They will not be LPC's although it may become helpful to have an LPC rotate through the office on occasion. They are going to be looking for someone who has school counseling experience, higher education experience, student development, etc. **John Louis** brought up 'progress toward degree' and wanted to know how the ASC would define it. Dr. Kenimer said that it needs to be defined. Eventually she would like to develop a student rule pertaining to degree progress.

Interaction with Academic Units: Dr. Kenimer recognizes that there are pretty significant structural differences between the colleges and academic departments. The hope is to have a designated ASC liaison within each college. **Paul Harwell** asked how the caseload would be split between the case managers. After some discussion, Dr. Kenimer said that they would like to consider having 'specialists' for different colleges. She said that overall, the ASC will be about "building bridges, not duplicating services".

Please contact Dr. Kenimer's office at <http://us.tamu.edu> with questions or concerns.

- **Big Ideas**

- *Strengths and Weaknesses of UAC* - John Louis Bolch

John Louis initiated a group discussion about the function of UAC, highlighting the things that we do right and a few things that need improvement. This discussion took several detours, however a basic Strengths and Weaknesses list was compiled:

- Strengths:
 - Professional Development
 - Great core group who are dedicated to the organization and to the profession
 - UAC is a venue that allows us to talk about things that affect all of us
 - We are a diverse group of advisors and UAC is the only place where students and departments/colleges have a voice
 - Proactive discussions
 - We plan an integral role in the TAMU administration's decisions.
- Weaknesses:
 - The same core group seems to do everything
 - Limited Budget (dues discussion)
 - We do not talk enough about advising as a profession
 - We do not do enough outreach to AOC's and supervisors
 - TAMU is not represented well at NACADA. We need to present more.
 - Not enough collaboration
 - We do not take action
 - Most advisors are overloaded, UAC is often on the back-burner for most of us
 - We do not summarize our discussions which get us off-track

- **Questionnaire**

- *Data gathering/questionnaire* - John Louis suggested that we send a questionnaire to all 500 UAC members asking a few key questions that might help us to serve TAMU advisors better. Jon Kotinek suggested that we contact the IRB before sending out any questionnaires so we

can use the data in presentations. The Board determined the following questions should be included in the questionnaire:

- Which UAC Events do you attend? Click all that apply.
 - Monthly Meetings
 - ABD
 - Symposium
 - Monthly Social
 - Awards Breakfast
 - Holiday Social
 - None of the Above
 - What do you believe is the purpose/value of UAC?
 - Professional Development
 - Networking
 - Social
 - Other _____
 - Have you served on a UAC committee?
 - Are you willing to serve on a UAC Committee?
 - How do you prefer to be informed about upcoming UAC events?
 - Email
 - Facebook
 - Twitter
 - Blog
 - Who is your direct supervisor and what is their contact information?
 - _____
- **UAC web presence and ways to improve communication**
 - *Board Meetings* - Questions were raised about the board meetings and how we can share what goes on at those meetings with UAC at large. Some suggestions included recording the meetings themselves, podcasting content and using the meetings as a discussion forum. Board members distributing the meeting minutes to advisors. Possibility of webcasting meetings was also discussed.
 - *Social Media* - The facebook page could be very helpful if someone will create and maintain it. [Bonnie Bustos-Rios](#) said that she could get the facebook page up and running by the end of the week. The discussion then turned to general facebook guidelines and the need to create a social media policy. AGLS has a solid policy in place that we could use as a model. It was also agreed upon that we should develop a hashtag for twitter discussions #TAMUUAC, #AGGIEUAC, #UACTAMU
 - *Blogging* - The Board discussed the possibility of beginning a UAC blog. Mary Broussard offered to assist us with a website revamp suggesting that we interface the UAC website with the undergraduate studies website. Everyone agreed that a blog would work best if a committee were in charge of the content. Some concern was raised that the blog may be created but not maintained. The past president may end up being in charge of the blog, if it happens.
 - *New Advisor Training* - the idea of a New advisor luncheon was pitched and was well received.
 - *Letter to supervisors* - Mary Broussard offered to send a letter to all supervisors to help encourage UAC participation. She will need some assistance from the Board in determining what information should be sent along with the letters.

Announcements

Student Business Services will no longer be issuing checks. Students must sign up for direct deposit before July 15th.

Agenda for Next Meeting

None

Minutes submitted by: Amanda Holmes, Secretary