

UAC Executive Board Meeting

December 7, 2016

10:00-11:30AM

Rudder 301



Attending: Ann Pool (President), Vince Hernandez (President-Elect), Allison Maderia (Secretary), Laura Olivarez (VP Comm) Bonnie Bustos-Rios (Past President), Brittany Hensley (Treasurer), Jennifer Rhinesmith Carranza (VP Programs), Analicia Leiva (Parliamentarian), Christina Escamilla (Historian), Bridgette Ingram (Scholarships & Financial Aid), David Tofel (Admissions), Morgan Jones (ASC), Clint Crampton (Science), Shedrick Johnson (Liberal Arts), Tracey Rueschhoff (Study Abroad Programs), Russ Graves (TAP), Erika Wise (Disability Services), Matt Willingham (Mays Business School), Roxanna Russell (Geosciences), Michelle Ruiz, Kristin Harper

Meeting called to order at 10:07 by Ann Pool

I. Minutes Approval

II. Officer and Committee Reports

- President – Ann Pool
 - i. AOC Deans Update - Attached
- President Elect – Vince Hernandez – No updates
- VP Programs – Jennifer Rhinesmith-Carranza
 - i. UAC Holiday Social
 - ii. UAC Symposium
 - 1. Call for Proposals – DEADLINE December 9th
 - 2. Registration Deadlines
 - October 28, 2016 – January 15, 2017 -- \$90.00
 - January 16 – February 23, 2017 -- \$105.00
- VP Communications – Laura Olivarez – No updates
- Secretary – Allison Maderia
 - i. Troops to College – Chris Cantrell will now be the UAC Rep
 - ii. Membership Committee – Networking Brownbag scheduled for spring semester. Committee will present a possible UAC Mentorship Program proposal to the board later in the spring semester, since we will be discussing programs overhaul in February.
- Treasurer – Brittany Hensley – No updates
- Historian – Christina Escamilla – No updates
- Parliamentarian – Analicia Leiva – No updates
- Immediate Past President – Bonnie Bustos-Rios – No updates
- Advisor Training and Development Committee – Ann Pool
 - i. New Advisor Orientations: (Equine Center, 8:15am-5:00pm)
 - 1. **DATE CHANGE** January 10th– Equine Center, Andras A Classroom
 - 2. March 22nd– Equine Center, Andras A Classroom
 - ii. Advisor Brown Bag Lunches (*arrive at 11:45; speaker begin at 12:00 and end at 1:00*)
 - 1. January 27th – **Title IX** – Lori Williams, Rudder 407Please have those interested in attending these brown bags to RSVP to annpool@tamu.edu

III. Old Business

- Discussed the proposal to have a General Membership meeting in February to vote on the future of Symposium and ABD.

IV. New Business

- Bonnie Bustos-Rios discussed midterm hold confusion. Financial Aid and Engineering call their probation requirements similar terms and students get confused. Discussed potential for information sharing among departments.
- Bonnie Bustos-Rios – regarding ISS and working with undocumented/unrepresented community. Students are distressed after election and unsure – if they come to your offices assure them that it is business as usual right now. Their best source of accurate information is ISS. Visit their offices.

V. Announcements

- **Disability Services** Needs Volunteers During Finals Week

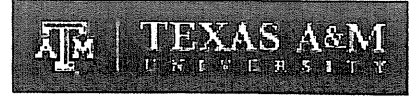
When: Friday, December 9th, Monday, December 12th, Tuesday, December 13th, and Wednesday, December 14, 2016.

Where: MSC 2500-2505

What: A two hour shift to sit in a room with about 20 students while they take their final exams and help uphold the Aggie Honor Code and/or monitor the hallways and restroom breaks.

- To sign up for a shift please first check with your supervisor to make sure that they are okay with you assisting during your work hours. You can sign up for more than one shift.
- Volunteers that sign up outside of their work hours (lunch, late shift) will need to sign a volunteer waiver stating that they are volunteering for altruistic reasons and not because they expect compensation. (The waiver is attached)
- **International Student Services (ISS)** is hosting a workshop on future ISS programming and workshops as part of our Ask ISS Lunch Series! **The event will be held on Wednesday, December 14th, from 12PM to 1PM in Rudder 701.** The first part of this session will be a short presentation by ISS about ISS programs and then the floor will be open for questions. This event is Bring-Your-Own-Lunch. Cookies and Drinks will be provided. Please RSVP at <https://ers.tamu.edu/register.aspx?scheduleid=6060>.
- **NACADA Webinars** for Fall 2016: (1:00-2:30)
 - i. December 14, 2016 - **Helping Students Clarify Their Dreams: Advising the Foreclosed Student**, Rudder 404
- Morgan Jones from Academic Success Center – Fresh Start Orientation are available in EIS for Spring 2017
- Bridgette from Financial Aid – Continuing Student Scholarship open until Feb 1. Discussed emails sent to students regarding Spring 2017 Financial Aid and courses that count. Concern brought up that students are receiving emails even if they have 12 courses are counting and one that does. Bridget said that they are erring on the side of caution and sending those emails to the students in case they drop a class. David from Admissions – They wish to have decisions out in mid-February. Letters for early decision Engineering will be earlier. Transfer application will open January 1 and close March 1. David also announced that there might be a need for Admissions to contact departments to discuss courses that Early College students have been taking that may or may not count toward degree requirements. This will be a further conversation for spring.
- Next Executive Board February 1st Rudder 302
 - i. Will have Online Meeting in January, only if needed

VI. Adjourn – Brittany Hensley moved and Analicia Leiva seconded.



Academic Operations Committee Deans

Nov. 16, 2016

1:30 – 3:00 pm

1403 MSC

HIGHLIGHTS

I. Information Items

1. Update on Academic Advising Issues (FLSA, career ladder, Master Advisor Certificate) – Kristin Harper
 - Implementation of FLSA on December 1st – encouraging academic advisors to attend programs hosted by HR, seek resources on HR website and on TrainTraq.
 - Academic Advisors Administrative Group – working on recommendations for suggested preferred qualifications for all career ladder positions.
 - Master Advisor Certificate – Kristin has visited with several people and has received 5 applications. She will inform colleges who will be pursuing this certificate.
2. Open forum – International and Cultural Diversity graduation requirement (attachment) – Kristin Harper
 - Two open forums in next few weeks, please encourage representatives from your college to attend.
 - Information regarding ICD recommendation has been posted on Faculty Senate website.
 - Recommendation for pilot in the 17-18 school year with launch in 18-19 school year.
3. Request for Supplemental Instruction rooms – Valerie Balester
 - There is a need for more meeting space for SI classes in the evenings, need space for about 25 students.
 - If you have classrooms available in secure locations, please let Dr. Balester know.
4. EIS Steering Committee – Ann Kenimer
 - Chris Cherry has volunteered to represent AOC Deans on Rules & Regulation Committee.
 - Steve Oberhelman volunteered to represent AOC Deans on EIS Steering Committee.
5. Harassment incidents – Cynthia Hernandez
 - There have been several incidents since the election (both on and off campus) in which students have received harassing comments. We are unsure if these comments are coming from students.
 - There has been an increase in Tell Somebody reports, faculty have reported an increase in depression and anxiety.
 - Dr. Datta sent out an email to POSSE scholars and Honors Program to reach out to students. Student Affairs is planning programs with safe spaces to talk about impact.

II. Discussion Items

1. Pre-NSC Programs (attachment) – Meredith Malnar
 - There has been a reorganization of Student Life. Emily Ivy is working as a coordinator and will be communicating with AOC Deans a great deal in the coming months, Megan Higginbotham is working on pre-NSC programs.
 - Looking at utilizing a system-wide platform that would allow for a pre-NSC orientation. The goal is to make NSCs less overwhelming to students/parents in order to streamline Day 1 content and provide a faculty-led student success workshop. No changes to Day 2.
 - Looking at having 4 modules with short quizzes at the end, 60 minutes to complete all 4.
 - Content:
 - Preparing for NSC – logistics, blocks on registration, etc.

- Money Matters – Student Business Services, tuition, financial aid
 - Academics & Registration – content will be generated by Academic Advisors Administration Group
 - TSI will not be covered here because it affects relatively few students, but Meredith is putting together a taskforce to ensure this will be addressed somehow
 - Campus Safety & Resources
 - Seeking support from AOC Deans to place holds if students have not completed modules – approved with provision for 3 staggered deadlines.
2. Update on Core Curriculum Council – Kristin Harper/Elizabeth Piwonka
- New courses for fall 2017 – window closed on November 7. CARS is not fully functioning for new courses. If in the next few months if you have new courses, use the paper recertification process.
 - Recertification for 2015-2016 – Core Curriculum Council contacted some faculty for more content. In most cases, information was provided by faculty and were approved for recertification. Kristin is still working with some faculty to complete process. Kristin will notify colleges that have still not responded.
 - Recertification for 2016-2017 – earlier this fall departments were asked to send a contact for each course.
 - Assessment for 2015-2016 – at the course level there is some disconnect between rubrics that are developed for the foundational material and the assignments that are being turned in to show students' mastering of the material. Information is available regarding requirements for each course, but the Core Curriculum Council believes it is not reaching instructors effectively.
 - Suggestions for reaching instructors:
 - Provide examples of good and bad submissions to faculty
 - Attach 4-5 PowerPoint slides to emails with good examples of rubrics and artifacts
 - Each college could set up a meeting with core curriculum instructors
3. Admission of post-baccalaureate (U5) applicants – Andy Armstrong
- These applicants already have an undergraduate degree and are attempting to come back and finish a degree they started here or are current staff employees and would like to complete their degrees here with staff tuition assistance.
 - Andy has seen an increase in the number of applicants recently in Liberal Arts. He would prefer to focus on students pursuing their first degree before using resources for students pursuing a second degree.
 - Suggestions:
 - If students could potentially be admitted to a graduate program, suggest that they pursue a master's degree instead of a second undergraduate degree
 - Set a minimum GPA or ask for a letter from a professional program stating they need certain prerequisites from your college for admission.
4. Single Sign On for all course applications – Tim Scott
- Ideal would be for students to be able to log into Howdy and be able to access any platforms they need for their courses.
 - This is possible but it is the responsibility of each department and college to negotiate this when acquiring a new software application.
 - Suggestions:
 - Work with Technology Committee on campus which already has college representation. Tim will speak with Jim Snell about how to best pursue this.
5. Update on College-Wide Text Messaging Service
- Due to access to student's private information, students would have to opt-in.
 - Students could possibly incur service charges.
 - EIS is still researching, Sandra will check with EIS for status update.

Open Forums
International and Cultural Diversity (ICD)
Graduation Requirement

Sponsored by the Core Curriculum Council of the Faculty Senate

Thursday, November 17

1:00 – 2:00 p.m.

Rudder 610 (College Station)

Information Services Conference Room, Building 3025(Galveston)

Monday, November 28

1:00 – 2:00 p.m.

Rudder 610 (College Station)

OCSB 340C (Galveston)

**Summary of Proposed Changes to the ICD Graduation Requirements can be found
under Current Events at faculty senate.tamu.edu**

International and Cultural Diversity Factsheet

Texas A&M University's International and Cultural Diversity (ICD) requirement was adopted at the behest of corporate and civic leaders who wanted Aggies to be well-positioned to lead and understand an increasingly diverse and global workforce. The six-hour requirement – a local graduation requirement that became effective in the 2002-03 academic year – also meshed well with Vision 2020, where Imperative No. 6 emphasizes efforts to diversity and globalize the A&M Community.

After more than a decade of experience with the ICD requirement, the Faculty Senate's Core Curriculum Council decided that, after the Faculty Senate adopted a new core curriculum, it would re-examine the ICD requirement to see if changes were warranted. That process began formally in Fall 2014, and the first open forums for faculty and students to express their views on ICD were held in Spring 2015. Here are our conclusions after two years of work on the issue:

- Texas A&M University, including its students, faculty, staff and administration, is strongly committed to diversity and to the need for courses that promote the understanding and acceptance of difference.
- A&M currently offers 362 ICD courses across a wide range of colleges and subjects. While it may be easy to cherry-pick a few course names to fit an agenda, the vast majority of courses cover broad, apolitical subjects, such as "The Geography of Texas," "Global Entrepreneurship," "International Trade and Agriculture," and "Life and Literature of the American South." (Find the full list at icd.tamu.edu.) For these courses to continue to fulfill the ICD requirement, they would have to meet new guidelines in a new approval process proposed to the Faculty Senate.
- That new proposal, put forth by the Core Curriculum Council, includes a revision to the current ICD requirement (3 hours) and a new Cultural Discourse requirement (CD) (3 hours). The ICD requirement would include a new set of well-defined goals aimed at expanding a student's cultural or international awareness. The new CD requirement is aimed at helping our students engage in difficult conversations related to topics such as gender, race, religion, and politics.
- Open forums will be held from 1 to 2 p.m. Nov. 17 and 1 to 2 p.m. Nov. 28 in Rudder 601 to discuss these revisions to the ICD requirement and the newly proposed Cultural Discourse requirement. It is anticipated that once refined, both would become effective in Fall 2019.



Texas A&M Online Pre-Orientation for Undergraduates

Purpose:

The purpose of the online pre-orientation is to provide incoming undergraduate students with information prior to their New Student Conference. NSC assessment data indicates that the NSC can be overwhelming and “information overload” for new students and guests. Providing more content pre-NSC will give students the chance to understand the information at their own pace, and also provide an accessible resource that students can refer back to as needed.

Additionally, the pre-NSC modules will focus on walking students through many of the transactional aspects of the NSC, particularly those tasks that must be completed prior to registration (ex. uploading bacterial meningitis documentation, selecting a tuition rate code, completing the lab safety acknowledgment, etc.).

Further, this “flipped classroom” concept will hopefully streamline content presented at the NSC and free some time to devote to student success outcomes.

Mode of Delivery:

We will be utilizing the TAMU system-wide contracted provider, Comevo. The modules will include content that appeals to a variety of learning styles including video, images, interactive question and answer sections, text and links.

Required quizzes at the end of sections provides an opportunity for a higher degree of accountability for the information, which is particularly beneficial for mandated compliance related topics.

Proposed Content Modules:

- **Preparing for the NSC** (what to expect, logistics)
- **Money Matters** (Tuition Rate Selection, Direct Deposit set-up, submit ID photo, Texas Tomorrow Fund, Installment Plan, Veteran/Military Dependent Finances)
- **Academics & Registration Primer** (academic policies, overview of course registration, expectation setting, checking holds)
- **Campus Safety & Services** (Code Maroon, Emergency Contact Information, Parking Permit, Sports Pass)

Timeline:

Date	What
24-Feb	Deadline for content from presenters
15-Mar	Open for presenters to review
22-Mar	Deadline for presenters to review
29-Mar	Open for testing
5-Apr	Deadline to submit errors
19-Apr	Modules open for students
19-May	Deadline for completion