



**UAC Executive Board Agenda
August 12, 2009
Rudder 501**

Attendees: Sam Murdock (Pres.), Jon Kotinek (Pres.-Elect.), Rebecca Hapes (Imm. Past Pres.), Amanda Schwede (VP Programs), Avery Pavliska (VP Communications), Amanda Mather (Sec'y), Jeana Goodson (Treas.), Ashlea Schroeder (Ag/Life Sciences), Amanda Holmes (Architecture), Mary Ann Ricca (Mays Business), Christy Porter (Educ./Human Dev.), Katherine Mabray (Look Engineering), Roxanna Russell (Geosciences), Terri Burger (Lib. Arts), Vanessa Nordell (Science), Lydia Carrascosa (for R. Ramirez, Vet Med./BIMS), Erin Fisk (Acad. Affairs 1), Marilyn Yeager (Acad. Affairs 2), Chris Barttelbort (Athletics), Betty Milburn (Student Affairs 2), Erin Porter (Scholars./Finan. Aid), Katy Britton (for O. Varner, Internat'l Progs.), Kristin Harper (Undergrad Progs. & Acad. Svcs)
Called to Order: 10:35am

I. Minutes Approval – Amanda Mather

Betty Milburn moved to approve the minutes from the Exec. Board retreat on 7-22-09; E. Fisk seconded; motion carried. Minutes approved for 7-22-09.

II. Officer and Committee Reports

A. President – Sam Murdock

1. *AOC Deans cancelled for August; UAC fall meetings follow the same schedule as last year, but due to the academic calendar will not always fall on the first Wednesday of the month. Spring dates will be posted as soon as reservations are allowed by the scheduling office.*

B. President Elect – Jon Kotinek

1. *New Advisor Training Committee will be contacted soon to set meeting date and begin work on revising the New Advisor Handbook.*

C. VP Programs – Mandy Schwede

1. *Programs Committee has had first meeting and are working on ideas for monthly programs. Amanda Mather is chairing Advisor Briefing Days, Sept. 16-17 at the Brazos Expo Center; Terri Burger is chairing the 20th Anniversary lunch, also Sept. 16 at the Brazos Expo Center. Registration for both events is online at the UAC Website. Avery Pavliska and Felix Arnold are chairing Symposium, tentatively scheduled for Thurs., Feb. 18, 2010.*

D. VP Communications – Avery Pavliska

1. *Goal is to make the UAC website more user-friendly and easier to navigate. Working with the "geeks" in CIS to get this accomplished; also keep it updated to reflect planned events.*

E. Secretary – Amanda Mather

1. *Membership list updated, and online in new format. Goal is to publish monthly updates as they are received, so it is easier to find a member advisor. Also, new member info form is online, and can be submitted directly online rather than thru campus mail.*

F. Treasurer – Jeana Goodson

1. *The only expenses so far have been the UAC retreat. Budget spreadsheet distributed. No expenses yet from ABD/20th, but they are coming.*

G. Immediate Past President – Rebecca Hapes

1. *Will serve as UAC rep to the Committee on First Year Experience, as appointed by Exec. Officers.*

III. Old Business

A. Update on UAC 20th Anniversary Luncheon – Terri Burger

1. *Registration is online for the Lunch. Agenda for lunch will be emailed soon via UAC Bull. We have had another donation of \$1,000 from National Instruments, so all expenses are covered. There will be a “Happy Anniversary” cake displayed, so get there early to see it before it is cut. Ben Welch will give the keynote address, Tim Scott will emcee.*

B. Review of final slate of “Big Ideas” (goals for this upcoming year, 09-10) from the UAC Executive Board Retreat – Sam Murdock

1. *The top 8 “big ideas” were those that received at least two votes each. They are listed on the handout, in no particular order. No. 3 is already being addressed by the UAC board (programs, social creativity, more involvement in communications, professional development), but will continue to reach out to the general membership. Meetings are open to general membership, and will post spring dates as soon as they are booked.*
2. *“Big ideas” will be discussed throughout the year at Exec meetings.*

IV. New Business

A. “Big Idea” #9: All NACADA and other Regional/National Advising Awards should be routed through the UAC Awards committee prior to receiving University approval. Many of these awards only allow one nomination per university – Jon Kotinek

1. *Support was strong at the retreat for this idea; it reinforces UAC as the professional advising organization on the TAMU campus, and encourages participation. Discussion about who makes the decision (UAC Awards Committee); also, if departments nominate, will those still go to Dr. Gunn? Yes, he will still see all nominations; UAC can “endorse” the TAMU candidate, particularly if there is only one nominee allowed per school (ie, NACADA awards.)*
2. *Kristin Harper moved that the Awards Committee meet to develop a process to select regional/national award nominees. Katherine Mabray seconded; motion carried.*

B. “Big Idea” #4: Advisor of the Month feature on UAC-Bull or our Facebook page with an email notice to UAC-Bull to check it out, or some other way that helps introduce advisors to the rest of the campus. Be sure to rotate the representation to all colleges so one group doesn’t get all the attention – Amanda Mather

1. *The purpose is to have a fun “get to know you” feature on Facebook. Discussion followed on how to choose the featured advisor, and who will make that decision. It was suggested that we send a questionnaire out on UAC Bull, to allow everyone to have the chance to respond, and those responses will be put into a “hat” to be drawn, randomly, every two weeks or so. Amanda Mather will be the point of contact*
2. *Rebecca Hapes moved to approve this method of selection; Lydia Carrascosa seconded. Motion carried; Amanda will develop a questionnaire send out over the UAC Bull.*

V. Announcements

A. Upcoming Programs Dates/Calendar Items

1. **Fall Tuition & Fee Deadline is 9/1/09.** The due date is in Aggie Answers (<http://finance.tamu.edu/sbs/>). Bills should be online Wednesday or Thursday of this week. If they are on installments their due dates will be 9/1, 10/1, 11/2, and 12/1 in equal payments of 25% each.
2. **UAC Advisor Briefing Days – September 16 & 17 (Wednesday & Thursday)**
3. **UAC Advisor Social Hour – Thursday, August 27, 5:00 – ???, F&H**
4. **2009 NACADA National Conference – San Antonio, TX – Sept 30 – Oct 3;** Early Registration ENDS Sept 4! <http://www.nacada.ksu.edu/AnnualConf/2009/index.htm>
Kristin Harper recommends registering by Sept. 4 to get the early bird rate; she will be working on arranging group transportation to cut costs.
5. **Future NACADA National Conferences:**
 - A. 2010 NACADA – Oct 3 – 6, Disney World, Orlando, FL
 - B. 2011 NACADA – Oct 2 – 5, Denver Convention Center, Denver, CO
 - C. 2012 NACADA – Oct 4 – 7, Gaylord Opryland, Nashville, TN
6. **2009-2010 NACADA Webinar Series – *Reaching and Retaining Students***
 - A. September 17, 2009 (Thursday) - *The Role of Academic Advising in Student Persistence*
 - B. November 18, 2009 (Wednesday) - *Advising Undecided/Undeclared Students for Success*
 - C. December 15, 2009 (Tuesday) - *Using the CAS Standards, NACADA Core Values, and NACADA Concept of Academic Advising to Assess your Advising Program*
 - D. February 4, 2010 (Thursday) - *Advising Students on Academic Probation*
 - E. March 3, 2010 (Wednesday) - *Effective Academic Advising Strategies*
 - F. April 8, 2010 (Thursday) - *Breaking Bad News: Delivery Techniques that Help Students Make Good Alternative Choices*
 - G. May 13, 2010 (Thursday) - *The Role of Faculty Advisors in Student Success*

TAMU has not yet subscribed to this because of costs vs. low attendance. It may be possible to order each one individually, based on interest. Kristin Harper will evaluate soon.

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 - The Center for Student-Athlete Services is currently hiring Learning Assistants/Mentors to work with student-athletes on a part-time basis during the fall semester. Main need is for daytime slots: 8am to 2pm. Graduate work and/or previous teaching/mentoring experience preferred. Contact Christopher Barttelbort.
12. Scholarships & Financial Aid –
 - A. Financial Aid Fall disbursement date is August 21 (funds will begin to apply to bill on this date but could take 2-3 business days to show up)
 - B. ApplyTexas admissions/scholarship application is now open – deadline is December 1, 2009
 - C. Spring Transfer Scholarship Application opens September 15, 2009 – deadline is October 15, 2009
 - D. Spring Study Abroad Scholarship Application September 15, 2009 – deadline is October 15, 2009
 - E. Continuing Student Scholarship Application opens October 15, 2009 – deadline is February 1, 2010
 - F. All applications and deadlines can be accessed at scholarships.tamu.edu
13. Admissions & Office of the Registrar –
 - A. **Spring 2010 Class Schedule Request** - Questions should be directed to Donna Chester or Linda Greer (845-7117) in Room Scheduling. There have been multiple changes to the course request procedures.
 - B. **Q-Drops in Compass**
 - a. QA – use to Q-drop a course that **will** count in the State Drop Limit of 6 AND the TAMU Q-Drop Limit of 3
 - b. Q1 – use to Q-drop a one hour course that **will** count in the State Drop Limit of 6 BUT **will not** count in the TAMU Q-Drop Limit of 3
 - c. QL – use to Q-drop a lab that is being dropped at the same time as its companion lecture course that **will not** count in the State Drop Limit of 6 OR the TAMU Q-Drop Limit of 3
 - d. The “Drops Accumulated” counter on SZASDLM for “Institution” does not exclude one hour courses that don’t count in the TAMU Q-Drop Limit, therefore, you will need to continue keeping track of the TAMU Q-drops manually on SHACRSE or SHATERM.
14. International Programs –
 - A. **Study Abroad Programs Office** - Welcome Back Party for Returning Study Abroad Students, September 3rd, 5:30 p.m. to 7:30 p.m. Langford Architecture Building, Flyers forthcoming. Contact Reed Vesey (rvesey@ipomail.tamu.edu or 979-845-0544) for details.
 - B. **International Student Services**
 - Fall 2009 Orientation August 17, 18 2009
 - Fall 2009 Check-In August 19, 20, 21 2009
 - ELPE Practice Session For New International Students August 19, 2009
 - Community Dinner For New International Students August 18, 2009
 - International Student Hostel July 31-August 19, 2009
 - Trip to Social Security Office (August 12, 26, 2009)
 - Trips to WalMart/H.E.B. (August 13, 24, 2009)
 - Health Insurance (August 14, 2009)
 - Welcome Party For New International Students August 21, 2009, Contact ISS for details: 979-845-1824 and iss@tamu.edu

15. COMPASS time line for CAPP (Degree Audit) [Tentative]

- A. CAPP Training has begun.
- B. August 9 – will begin accepting adjustment forms for Dec degree candidates and incoming transfer students. Summer coursework will still NOT be in COMPASS
- C. Sept. 5 – conversion of summer academic history. Final conversion from SIMS to COMPASS. All academic history will be in COMPASS and adjustments will be entered for all students.

16. Blinn College –