

UAC Executive Board Meeting

April 5, 2017

10:00 – 11:30AM

Rudder 302



Attending: Allison Maderia (Secretary), Analicia Leiva (Parliamentarian), Ann Pool (President), Bonnie Bustos-Rios (Past President), Bridgette Ingram (Financial Aid), Brittany Hensley (Treasurer), Brynn Ruiz (EHRD), Chris Cantrell (ENGR), Christina Escamilla (Historian), Clint Crampton (Science), Derick King (Galveston), Erica Wise (Disability Services), Jennifer Rhinesmith-Carranza (VP Programs), John Robert (Registrar), Kristin Harper (Undergraduate Studies), Kristina Beevers (Agriculture), Laura Olivarez (VP Communications), Rachelle McDonald (SBS), Shedrick Johnson (Liberal Arts), Traceu Rueschhoff (Study Abroad), Vince Hernandez (President Elect), Morgan Jones (ASC), Michelle Ruiz (ARCH), Brie Garcia

Meeting called to order at 10:02

I. **Minutes Approval** – Brittany move, Analicia seconded.

II. **Officer and Committee Reports**

- President – Ann Pool
 - i. AOC Deans Update
 - ii. UAC Awards & President Awards - Awards clarification – advisors/counselors can be nominated and awarded for both UAC Awards and Presidential Awards in the same year. Can also win multiple UAC awards.
- President Elect – Vince Hernandez
 - i. New Student Conference Committee – TSI Taskforce still ongoing with the goal of decreasing the number of students coming to NSC with active TSI holds. Reminder that there is a NSC Advisor Briefing on April 26th and an email was sent out with link to RSVP. Lunch will be served.
 - ii. Awards Committee – Committee is reviewing and selecting now. Winners will be notified next week.
 - iii. Awards Breakfast Committee – Planning is going well, enough volunteers currently.
- VP Programs – Jennifer Rhinesmith-Carranza
 - i. Symposium 2017.2 is planned for Tuesday, November 14th, co-chairs are Brittany Hensley and Emily Kaufman Baumann. Jennifer is currently helping as current VP Programs, in the future this will go to the newly elected VP Programs. Planning bi-weekly meetings.
- VP Communications – Laura Olivarez
 - i. Updates to website have been completed. New Advisor Orientation materials need new logo.
- Secretary – Allison Rivera
 - i. Membership Committee - Networking Brown Bag Survey results mentioned wanting to see lunch events in various places on campus, some want more structure to brown bag and also recommended a UAC member visit to a baseball game.
 - ii. Will present Mentorship Program Proposal during New Business
- Treasurer – Brittany Hensley
 - i. Committee wants to purchase a set of decorations. In the past, have been lucky to recycle member's wedding decorations and we cannot rely on that. One-time purchase would include base items, such table runners and vases. Then the cost of what goes into vases would come out of individual year budgets. Estimated cost is \$500 and it is in the budget. Exploring storage options. Jennifer called for a vote, Allison seconded and vote was passed by membership in attendance at meeting.
- Historian – Christina Escamilla – no updates
- Parliamentarian – Analicia Leiva – Old Business discussing changes to bylaws regarding Awards Breakfast being listed as General Membership Meeting in the bylaws. This will be addressed by sending out new bylaws to General Membership two weeks before.

- Immediate Past President – Bonnie Bustos-Rios
 - i. Officer Nominating Committee -- Officer nominations for the 2017-2018 UAC Executive Board are now open. Please submit your nomination no later than **5:00pm on Friday, April 7**.
 - ii. EIS Committee met - no major updates. Soft roll-out of Banner will begin later this month. No campaigns or notes yet, view only. They are converting SWAN notes into SSC in early June. These will not feed into Howdy notes. Banner will work in IE only. New Banner will release in FA18. We discussed Java issue and Compass only working with IE and no one is particularly happy with it. Recommended opening Howdy in preferred browser and compass.tamu.edu in IE just for compass use.
- Troops to College Committee – Chris Cantrell – no updates
- Advisor Training and Development Committee – Ann Pool – last New Advisor Orientation training was cancelled because not a lot of new requests mostly repeats. Next year’s dates will be figured out in June and will start in August. Jennifer asked if there are lots of repeat interest, could we look into recording sessions for later viewing? Kristin Harper said they will look into that.

III. Old Business

- Bylaws do not state that Awards Breakfast is a General Membership Meeting. If we want it to be considered one, we will need to list on Article 7, Section 1. We will need to notify General Membership of bylaw changes in advance of next meeting.

IV. New Business

- UAC Mentorship Program Proposal – Allison Rivera – Fall 2017 will be a test year for new Mentorship Program. See attached PowerPoint Presentation and applications.
- SSC – Campus Advising Report Template – Kelli Holt and Laura Olivarez – SSC will be unveiled in June, here to discuss the “Advising Summary Report” (see attached). In the notes area, there will be a template set of questions which will be universally applied to all advising users. These can be queried for reporting purposes. Questions are currently not appropriate for advisors, targeted more toward professor input. We need to decide if:
 - 1) We want the flexibility to have blank spaces listed instead of questions. Units can create their own list of appropriate tags for their reporting wishes. OR
 - 2) We want to create a series of general questions appropriate for all units.
 Reps should present this to their units and send feedback to Bonnie Bustos-Rios and Ann Pool for the Technology Committee to compile and discuss.

V. Announcements

- **NACADA Webinars** for Spring 2017: (1:00-2:30)
 - i. April 6th—**Nudging Students to Success: The Integration of Academic Advising and Motivational Psychology**, MSC 2500
- **New Student Conference Advisors & Constituents Briefing**
 - i. Wednesday, **April 26th from 11:30am-1:00pm**
 - ii. RSVP your attendance at <https://newaggie.tamu.edu/presenter/> by **Friday, April 21st**
- **UAC Awards Breakfast**
 - i. May 2nd, 8:00-10:00am, MSC 2400
 - ii. RSVP by April 21st https://tamucehd.qualtrics.com/jfe/form/SV_6Szp4PI986nTu6x
- Next meeting is May 2nd, Awards Breakfast General Business Meeting, MSC 2400
- Academic Success Center - too late to start a certificate program
- Registrar – New UAS system is being tested. Functionality will be the same just look different, will run smoother.
- Financial Aid – CPOS will start running when aid is disbursed. This will be run up against degree evaluation for current major or “intended major” for TEAM/GEST students. Their portal will tell them the major their courses are being evaluated on.

VI. Adjourn Executive Board Meeting at 11:37. Ann thanked everyone for serving.

Appointment Details

An appointment will be created after you submit this report.

Reason:

* Advising

Meeting Type:

Select Meeting Type

Course:

Date of visit:

04/04/2017

Location:

Attendees

 **Kelli Holt**
979-458-3621
Administration, Advisor

Attended

Arrived: 03:08 PM

Departed:

 **Cicely Burton** -
Junior
Animal Science

Attended

Arrived: 03:08 PM

Departed:

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date:

Time:

Report Details For Cicely Burton

Assignments Discussed

Objectives of the Session

Study Skills Used

Goals For Next Session

Student arrived on time and was ready to begin our session.

Yes No N/A

Student was prepared (attended class, read lesson, had notes, etc.)?

Yes No N/A

Student asked for explanation of material not understood?

Yes No N/A

Student responded positively to instruction (as you suggested)?

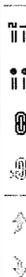
Yes No N/A

Student was aware of future assignments?

Yes No N/A

Student shows a better understanding of the material since our last session. Yes No N/A

Appointment Summary

B **I** 

Attachments

 Attach File

 Browse...

No file selected.

Save this Report



MENTORSHIP PROGRAM

UNIVERSITY ADVISORS AND COUNSELORS

TOPICS

- Program Goals
- Process
- Application
- Fall 2017 Testing



WHO?

- Open to any advisor/counselor who is a member of University Advisors & Counselors (UAC).
- Mentors
 - Required to have at least two years of experience in advising or counseling at Texas A&M University.
- Mentees
 - Recommended to have less than two years of experience either as an advisor or counselor or less than two years of experience at Texas A&M University. Exceptions can be made!

WHAT?

The goals of this program are to:

- Foster professional mentoring relationships between new UAC members and experienced advisors and counselors at Texas A&M University which will focus on providing support, guidance and resources.
- Provide helpful resources to staff as they learn about the advising community at Texas A&M.
- Connect staff to the advising community at Texas A&M through UAC and university involvement.
- Connect staff with professional development opportunities at Texas A&M University, regional and national advising associations.

WHEN?

WHERE?

HOW?

- When – This mentorship program is recommended for advisors and counselors new to the profession or to Texas A&M after they have completed departmental training and UAC's New Advisor Orientation. We envision a fall semester application process with the option to continue the mentoring relationship into the next semester.
- Where – Open to any UAC member, we recommend meeting in person, web conferencing or by telephone at least once per month and that mentor's check the UAC calendar for events they can attend with their mentee.
- How – UAC's Membership Committee will be responsible for program announcement, matching, evaluation and follow-up.

PROCESS

1. Mentorship Program announcement through UAC-Bull with link to Mentee and Mentor Applications
2. Interested members would complete application and send to UAC Secretary
3. UAC Membership Committee convenes to make mentorship matches and notifications
4. UAC Secretary sends program evaluation at end of term, with option to continue mentor relationship or to request a new mentor/mentee

APPLICATIONS



UNIVERSITY ADVISORS
AND COUNSELORS
TEXAS A&M UNIVERSITY

Mentorship Program

Mentor Application

Welcome to the University Advisors and Counselors (UAC) Mentorship Program! As a mentor, experienced advisors and counselors will offer support and guidance to a new UAC member based on your professional knowledge and practice at Texas A&M University.

The goals of this program are:

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- To connect staff with professional development opportunities at Texas A&M University, regional and national advising associations.
- This mentorship program is recommended for advisors and counselors new to the profession or to Texas A&M after they have completed departmental training and UAC's New Advisor Orientation.

Mentor Requirements:

- At least two years of experience in advising or counseling at Texas A&M University.
- Meet with your mentee in person, web conferencing or by telephone at least once per month.
Check UAC calendar for events you can attend with your mentee



UNIVERSITY ADVISORS
AND COUNSELORS
TEXAS A&M UNIVERSITY

Mentorship Program

Mentee Application

Welcome to the University Advisors and Counselors (UAC) Mentorship Program! As a mentee, you will benefit from the professional knowledge and experience of a UAC mentor who has been in an advising or counseling role at Texas A&M for at least two years. Together, you can address questions you have about the profession, Texas A&M University, UAC and your professional goals.

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Mentee Requirements:

- Recommend less than two years of experience either as an advisor or counselor or less than two years of experience at Texas A&M University. For exceptions, contact UAC Secretary

FALL 2017 TESTING

1. Mentorship Program Announcement in mid-July via UAC-Bull with a application deadline of August 1st.
2. UAC Membership Committee would convene in mid-August to make matches and notify members by August 21st
3. Program evaluation would be sent in early December
4. Results to UAC Executive Board in spring for full implementation consideration



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- This mentorship program is recommended for advisors and counselors new to the profession or to Texas A&M after they have completed departmental training and UAC's New Advisor Orientation.

Mentee Requirements:

- Recommend less than two years of experience either as an advisor or counselor or less than two years of experience at Texas A&M University. For exceptions, contact UAC Secretary allisonrivera@tamu.edu.
- Meet with your mentor in person, web conferencing or by telephone at least once per month. Check UAC calendar for events you can attend with your mentor.
- Commit to the mentoring relationship for the Fall 2017 Semester.
- Complete end of semester evaluation. Both mentor and mentee have the option to continue program into the next semester.

Mentees will be expected to:

- Develop rapport with your mentor.
- Respect confidentiality.
- Respect boundaries for the mentoring relationship.
- Brainstorm specific professional goals that you would like to explore.

If you are interested in serving as a mentee, please fill out the form below. This information will be used as a matching tool for mentees. The deadline for mentor applications is August 1, 2017. Matches will be emailed by August 21, 2017. If you have any additional questions or concerns, please do not hesitate to contact Allison Rivera, UAC Secretary at allisonrivera@tamu.edu. We hope you enjoy and prosper from this professional mentorship program!



University Advisors and Counselors (UAC) Mentorship Program

Mentee Application Form

Name: _____

UIN (for TraqTrain purposes): _____

Phone: _____

Email: _____

Job Title: _____

Department: _____

Length of time in advising/counseling (not only at TAMU): _____

Length of time at Texas A&M University: _____

Why would you like to participate as a UAC mentor? _____

What personal and professional qualities do you possess that would help you serve as a successful mentor? _____

What particular experiences, skills, values, or knowledge do you possess that you believe would be helpful for a mentee (e.g. knowledge of UAC, TAMU culture and traditions)? _____

Contact Information

To be shared with Mentor

Name:

Phone number: _____ Email: _____

Office location: _____

CONTACT PREFERENCES

Please...	Do	Don't
Call me	<input type="checkbox"/>	<input type="checkbox"/>
Text me	<input type="checkbox"/>	<input type="checkbox"/>
Call/text after 8pm	<input type="checkbox"/>	<input type="checkbox"/>
Call/text before 10am	<input type="checkbox"/>	<input type="checkbox"/>
Email me	<input type="checkbox"/>	<input type="checkbox"/>
Stop by my office	<input type="checkbox"/>	<input type="checkbox"/>
Friend me on social media	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>



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- Commit to the mentoring relationship for the Fall 2017 Semester.
- Complete an end of semester evaluation. Both mentor and mentee have option to continue program into next semester.

Mentors will be expected to:

- Develop rapport with your mentee.
- Respect confidentiality.
- Establish boundaries for the mentoring relationship.
- Help your mentee to create specific professional goals.
- Connect your mentee to resources.
- Recommend specific activities that meet the needs of your mentee and their goals.

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What particular experiences, skills, values, or knowledge do you possess that you believe would be helpful for a mentee (e.g. knowledge of UAC, TAMU culture and traditions)? _____

Contact Information

To be shared with Mentee

Name: _____

Phone number: _____ Email: _____

Office location: _____

CONTACT PREFERENCES

Please...	Do	Don't
Call me	<input type="checkbox"/>	<input type="checkbox"/>
Text me	<input type="checkbox"/>	<input type="checkbox"/>
Call/text after 8pm	<input type="checkbox"/>	<input type="checkbox"/>
Call/text before 10am	<input type="checkbox"/>	<input type="checkbox"/>
Email me	<input type="checkbox"/>	<input type="checkbox"/>
Stop by my office	<input type="checkbox"/>	<input type="checkbox"/>
Friend me on social media	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>