

## 2016-2017 UAC Executive Board Retreat

July 29, 2016

G. Rollie White Visitors Center

**Attending:** Ann Pool (President), Bonnie Bustos-Rios (Immediate Past President), Vince Hernandez (President Elect), Jennifer Rhinesmith-Carranza (VP-Programs), Laura Olivarez (VP-Communications), Brittany Hensley (Treasurer), Christina Escamilla (Historian), Chris Cantrell (ENGR), Clint Crampton (CLSC), David Turner (AGLS), Matt Willingham (Mays), Roxanna Russell (GEOS), Russ Graves (TAP), Shedrick Johnson (CLLA), Vanessa Breslin (TAMU HSC NURS), Derick King (TAMUG), Kristin Harper (Undergraduate Studies), Christina Ingram (Student Affairs), David Tofel (Academic Affairs), Paul Stoltzfus (Athletics)

**Meeting called to order at 10:34 by President Ann Pool**

**Went over contents of board member folders**

**Introduction of board members and elected officers.**

**Bonnie Bustos-Rios -Immediate Past President:** no updates

**Vince Hernandez-President Elect:** no updates

**Laura Olivarez-VP Communication:** We will be returning to the weekly bulletin once the semester begins. Updates to be sent to [uac-bull@tamu.edu](mailto:uac-bull@tamu.edu) by the Friday before the bull is sent. If an update is something that needs to be sent out before the weekly bulletin, please send it to [uac-bull@listserv.tamu.edu](mailto:uac-bull@listserv.tamu.edu). Ann mentioned to make sure you copy yourself to make sure it sent because you will not be included on the email because the message shows as being sent from you.

**Ann Pool-President:** She is in the process of setting up a committee of past presidents, reminded members to send any agenda items to her so she can add them to the agenda for the monthly meetings.

**Jennifer Rhinesmith-Carranza-VP Programs:** leads planning for the programs put on by UAC, her and Ann are making a push for more social meetings, created a web calendar as well as an Outlook calendar so our events would be on easily accessible calendars

**Brittany Hensley-Treasurer:** Updates will come later after lunch

**Christina E- Historian:** No updates

Ann opened floor to have reps introduce themselves:

- Derick King: Galveston rep
- Matt Willingham: Mays

- Christina Ingram: Student Counseling Services
- Cedric Johnson: CLLA Dean's Office
- Kristin Harper: Office of the Undergrad Studies works with UAC and coordinates pd for advisors
- RoR: Dean's office of GEOS
- Clint Crampton: College of Science (BIOL)
- David Turner: AGLS (ALED)
- Paul Stoltzfus: Athletics (supervisor of Men's Basket Ball)
- David Tofel: Admissions
- Russ Graves: TAP
- Chris Cantrell:-ENGE (Gen Enge, ETAM)
- Vanessa Breslin: College of Nursing (at the Round Rock campus)

**Expectations of UAC Representatives-Ann Pool:** Mentor within rep's college (you are able to appoint someone to serve this role if you are not able) attend New Advisor Orientation with new advisors, attend monthly board meeting on the first Wed of every month starting in Sept. October meeting will be the 2<sup>nd</sup> week to allow for attendance to NACADA national meeting. Meetings are 10-11:30 in RDDER 302 for all meetings. Offered to SKYPE in Galveston & NURS reps. Responsible for updating the board on changes to college/dept. Encourage others in your college/division to get involved in UAC. We are not limited to advisors and counselors, so anyone who is involved in working with students at TAMU can be involved. We are a service organization, so we get out what we put into it.

**By-laws:**

Ann prosed following changes:

Article 1

1:1 President – It is the duty of the President to:

- add “serve as chair and appoint members of the UAC Awards Committee”

1:2 President Elect – It is the duty of the President Elect to:

- remove “serve as chair and appoint members of the UAC Awards Committee”

1:7 Immediate Past President:

- add “serve as UAC Rep on the President's Awards Committee

Article 6:

Add “1.12 UAC Advising Technology Committee”

The purpose of the UAC Advising Technology Ad Hoc Committee will be to provide critical feedback and insight to departments and offices across campus regarding the use of technology in the academic advising process (examples include: feedback to EIS regarding Howdy/COMPASS, feedback to the Office of the Registrar regarding University Adjustment

System/Undergraduate Degree Planner, feedback to the Provost IT Office regarding use of SWAN/ERS).

Additionally, this committee shall serve as a sounding board and best practices discussion group regarding all technologies various academic units and other UAC representative groups are using to improve their academic advising workflow.

Ann called a vote to take the changes to the By-Laws to the general membership. The vote was passed, and will be proposed to the general membership at Advisor Briefing Day (ABD). Bonnie expanded on the reason for the committee. Sometimes advisors are not included on technology committees that were created or EIS needed feedback on things they were creating or updating. The group would be open to membership. UAC has a seat on the EIS steering committee, so this group will also be a way to provide them feedback on technology. Jenn asked if the group will have standing meetings. Bonnie said the group will meet as needed. Ann and Bonnie will clean up the proposal before presenting it at ABD on Sept. 12.

Ann brought attention to the other committees and encouraged members to get involved on the committees that fit their interests.

Ann asked if there were any other questions and changes to the by-laws. There were none.

**Ann brought attention to the events calendar to make sure attendees knew when events were happening. This year we set the dates early so that our events did not conflict with the University, religious, or other calendars.**

#### **2016-2017 Goals:**

Ann reviewed last year's goals:

- Technology Committee
  - Learn about tech used on campus for advising
  - Proposing committee be made a standing committee chaired by the President Elect
- Training and Development
  - Established the New Advisor Orientation
  - Updated and distributed the Advisor Handbook-All new advisors & exec board members received a copy. Online copy on UAC website
  - Required to hold a degree planner training-will be March 8<sup>th</sup>
  - Held webinars on advising today's students with panel discussions to apply it to TAMU

- Received funds for professional development through Office of Undergraduate Studies. Will be continuing this year.
  - Kristin will get us information on how many people used and how much money was dispersed. She thinks it is close to \$15000.
- In the process of getting TrainTraq set up so we can keep track of events we attend
- Master Advisor Certificate-created by the professional development committee
- Active Membership
  - New Advisor Brown Bag (8 planned for 2016-2017)
  - Updated UAC website
  - Updated how information was sent out on information was disseminated (weekly bull instead of as information sent)
  - New Advisor Orientation 4 last year
  - Rethink timing of programs (this year's are all planned)
    - Kristin asked if the date of Symposium was confirmed. Jenn said it is tentative, and she was waiting on the MSC to let her know if the rooms were available.
    - David T. asked about the Outlook Calendar. If an event was updated, will it update on our calendars? Jenn said if you are looking on the Outlook Calendar for UAC, then there might be a slight delay, but it should update the day the change was made. If you have dragged the event to your personal calendar, it will not update. IF you encounter an issue, inform Jenn.
  - Update the logo. Committee created a new logo, but were told they had to follow the branding guide. Our logo now matches the TAMU brand. A new shirt order will be happening with the new logo.

#### 2016-2017 Goals

Ann: last year we focused on the pd aspect of UAC. This year she would like to bring back the social aspect of UAC. She would like to have gatherings where the agenda is to hangout with each other and discuss what is going on in the campus advising world. She would like to help advisors create a network of people they can call for help or information, as they need. It will be a safe place for people to ask how someone else is handling changes advisors had no say in. It will also be a way to boost moral on campus among advisors. Jenn as VP of Programs is in the process of creating social gatherings twice a month. These are not required. Ann would also like to create mixers where different departments are brought in for us to ask questions.

Office of Graduate and Professional Studies (OGAPS): Proposed an ad hoc committee to bring in activities to bring OGAPS back to UAC. OGAPS has stated

they would attend events if there were things related to advising graduate students.

Reminded attendees of the questions she sent us to think about and invited attendees to answer them:

What are your expectations of UAC as a professional organization?

- David Turner: joined UAC to become a better advisor, familiarize himself with the University since he did not go to TAMU as a student, social and network
- Paul Stoltzfus: joined UAC to help educate advisors on campus about athletics as well as learn about what is going on so he can take back information to athletics.
- Chris Cantrell: appreciated the pd opportunities because he has not been advising his whole career. Helped him learn about the new types of students coming into college
- Jennifer Rhinesmith-Carranza: networking has been a benefit to her because she is able to contact people to find out information for students.
- Roxanna Russell: finding out information that AOC Deans had not shared to them yet
- David Tofel: appreciates the ability to learn what we advisor are doing as he is in Admissions. Is excited that we are wanting to get back to socializing. He would like for the board to share more of what they do day to day, and not just a summary of what each person does. Maybe 5-10 minutes each board meeting.
- Kristin Harper: Advising Leadership Training in Academic Advising to create a more set leadership pipeline.
  - Vince stated this was something he enjoyed as a young advisor. He said it was nice for him to be able to talk with someone who was in a job he was looking at pursuing.

Why have you chosen advising or counseling as a profession or did you?

- Ann originally wanted to be a teacher, but it didn't happen.
- RR accidentally became an advisor. She was admin assistant and enjoyed seeing the interaction between advisors and students. When she came back from maternity leave, she came back as an advisor.
- Ann would like Dr. Kennimer to come talk to us on her position on advisors so that new advisors are not discouraged by what is happening on campus

Ann would like for us to come up with 2-3 goals as a board for the upcoming year.

- David Turner-increasing advisor involvement across campus because many advisors do not know the exec board meetings are open.

- Chris Cantrell- more attendance at webinars, now t
- Ann proposed to make David and Chris' ideas into increase general advisor involvement for UAC events.
- Jenn mentioned to make sure the group discussing this goal to make sure to not over saturate the calendar
- Paul-could we do some kind of certificate for attending a certain amount of webinars or exec board meeting. Proposed we make more of presence outside of advising. Ann said this is something we could look into. Christina E gave it a name, increased visibility on campus. Vanessa B mentioned we also need to increase our visibility across the system. Ann suggested we SKYPE in members from distant campuses who use College Station's resources. Bonnie mentioned attendance from other campuses also needs to be supported by their administration.
- Laura would like for the technology piece to continue. Laura mentioned there are many ways tech is being used on campus, and having best practices would be beneficial to spread across campus. Bonnie asked if this is needed because we have the tech committee. Ann instructed the tech group to focus on what tech they use in their departments.
- Groups were assigned by numbering off 1-3.
  - Technology is 1
  - Involvement will be 3
  - Increase Visibility 2

Ann dismissed the group for lunch.

Groups met from 12:30-1pm to discuss their goals

Technology:

- Group discussed the various technologies advisors across campus to help the Technology Committee have more of a focus.
- Chris Cantrell asked about the new advising note system. Jenn said yes she has heard about it. Chris asked if it would be mandatory. Jenn fielded the question to Russ Graves because he is one of the people who went to the training. He checked with Kristin Harper to make sure he could divulge what he knew. She said committees were in the works. Ann asked if UAC could have a rep on each committee. Kristin Harper said she would look into it. Russ Graves suggested the Pres be the rep. Ann or Jenn said the chair of the tech committee would be a better fit. Discussion was closed by Jenn stating an in depth training on the system will happen at ABD.

#### Visibility:

- UAC needs to have more of a presence across the campus so that more people know about us.
  - Attend Gig'Em Week
  - Advisor Appreciation
  - Logo to hang on members' doors.
- Create a database of advisors on all campuses via UAC website
- President will invite higher administration officials to UAC events
- Advisors should have the ability to visit other campuses
- Feature story on advisor(s)

#### Involvement:

- Incentives
  - Train Traq points & certificates
  - Drawing for a prize such as an iPad (will need to see if there's money in the budget)
    - Brittany stated she would let them know
  - Networking hour twice a month
  - UAC Executive Board meetings
    - "bring a buddy"
    - College competition?
  - Needs assessment distributed at ABD

#### **Treasurer Update-Brittany:**

Awards Breakfast and the 2016 Executive Board Retreat came in over budget, we ended up being in the black because we made more than expected at Symposium. Brittany adjusted the budgets for these two events to allow for this year's overages. The 2016-2017 budget is not final because Brittany and Jennifer are working on the in town speaker gifts for Symposium. Gifts were priced out, been then the company came back with a higher price, so they were not ordered. The budget will be ready for the September UAC Executive Board meeting. Between then and now, Brittany will look to see if there is money in the budget for an incentive prize.

Brittany asked the group if they would be ok with raising the price of Symposium registration. Bonnie stated that she didn't feel comfortable raising the price when we had money in the bank. Brittany said that while we have money for 2016-2017, and that we would be likely to draw a large crowd at Symposium 2017 based on the feedback attendees provided, we would need to make sure that future Symposiums do as well in order to continue operating at the current registration rates. Bonnie said that if Symposium registration were to be raised in the future, then more money needs to be spent on Symposium so that

attendees are getting their monies worth. The group decided to table the discussion for the time being.

**UAC Train the Trainer-Ann:**

- Role as an exec board member will be to train new advisors to your college. You may not be able to answer all questions because of differences in departments within the college, but you are the contact person for the college.
- The New Advisor Orientation does not serve as training for things like FERPA or COMPASS.
- Members will be notified if they have a person in their college register for New Advisor Orientation. They will be responsible for picking up a handbook from Kristin Har[er on 10<sup>th</sup> floor of Rudder and go over pages 72-76 with them.
- 4 scheduled for this year
- Handbook is under review, so do not print one off from the website at this time. You can pull it up to reference

**Ann opened the floor for other business**

- Jenn asked what Ann foresees her meeting with the higher ups would look like. Ann said in the beginning, it would be her meeting with Dr. Kenimer or the AOC Deans to get input. Ideally should would like to have an open meeting, but a meeting with the Exec board would work too
- Bonnie asked Kristen about FSLA system with advisors who are below the new classification system. Kristin has not. Bonnie asked if it is safe to assume if those who are under 47,500 would now be wage instead of hourly. Kristin said, no because it has two threshold. Cristina said they were told it would. Kristin said at the meeting she attended the University was not ready to say yes for sure. Kristin said she will be going over this in more detail at ABD.
- David Tofel announced freshman and transfer applications opens on Augs 1.

**Vince Hernandez moved for the meeting to come to a close. Matt Willingham seconded the motion, and the meeting adjourned at 2:38pm.**