

## University Advisors and Counselors

### Executive Board Minutes

413 Minnie Heep Bldg

February 6, 2008

10:00 -11:00 am

Approved March 6, 2008

**Present:** Linda Windle (President), Rebecca Hapes (President Elect), Summer Felton (Immediate Past President), Andy Armstrong (VP Communications), Sam Murdock (VP Programs), Kristie De La Garza (Secretary), Heather Haliburton (Treasurer), Donna Witt (College of Agriculture), Patrick Williams (Mays Business School), Sallye Henderson (General Academic Programs), Jeana Goodson (College of Engineering), Clint Crampton (College of Science), Terri Burger (College of Liberal Arts), Roxanna Russell (College of Geosciences), Lydia Carrascosa (College of Veterinary Medicine), Kristie Orr (Student Affairs), Vicki Truett (College of Education & Human Development), Kristin Harper (UPAS), Heather Caldwell (Academic Affairs), Marilyn Yeager (Academic Affairs), Jennifer Lightfoot (Student Business Services), Delisa Falks (Student Financial Aid), Karen Price (Admissions-Office of the Registrar), Ben Petty (International Programs)

**Not Present:** Garry Gibson (Athletics), Tyra Musoma (College of Architecture), Tara Boyle (Student Affairs), James Latimer (Blinn College), Tyler Koch (Student Government Rep),

- I. President's Opening Remarks – Linda Windle
  - Heather Caldwell we be joining the UAC Board representing Academic Affairs and replacing Bethany DeSalvo Lozano
- II. Minutes Approval – Kristie De La Garza
  - December 2007 minutes were approved Jeana Goodson and seconded by Heather Haliburton
- III. Treasurer Report – Heather Haliburton
  - No new news to report
- IV. Officer and Committee Reports
  - a. President –Linda Windle
    - i. December AOC Meeting – Linda will e-mail a summary of the meeting notes to UAC Board members. Discussion included the following topics (but not limited to...)
      1. A presentation of a survey of entering Freshmen – provided data regarding students for each college (available on CD).
      2. Proposed Rule Change – note regarding Q-drop will be on screen 10 and will be on Banner as well.
      3. Should A&M adopt Texas Common Numbering System? – AOC voted to support this.
      4. Students moving from catalog 129-130 (130 requires two writing intensive courses). If graduating prior to August 2008, exceptions

to this requirement can be made, however exceptions will not continue after August 2008. \*\*Note: Karen Price of the registrar reported that the registrar will be cleaning up the audits of those who applied for graduation – advisors do not need to send appeals.

- b. President Elect – Rebecca Hapes
    - i. New Student Conference Committee – not much to update, schedule changes were discussed and an update will be sent out soon.
    - ii. New Advisor Training – They are hoping to implement an electronic version of the training manual. There needs to be more discussion about how resources would be available on the web – password protected?
    - iii. Rebecca will be soliciting members for the awards committee – sign-up sheet at symposium.
  - c. VP Programs – Sam Murdock
    - i. Symposium – Tuesday, February 12<sup>th</sup>, still accepting late registration
    - ii. Social hours have been well attended.
  - d. VP Communications – Andy Armstrong
    - i. Looking into a voting system on-line for UAC elections, possibly have a token system so everyone can vote once.
  - e. Secretary – Kristie De La Garza
    - i. New Members committee – The start of this committee has met and will focus on promoting UAC on campus, improving the visibility of advising and improving advisor connections across campus. The use of Facebook and IM was briefly discussed, but more information and support of use will need to be investigated across campus.
  - f. Immediate Past President – Summer Felton
    - i. Officer elections – officer nomination need to be submitted to Summer Felton by March 7<sup>th</sup>. Nominations will be sent out via UAC BULL and Symposium.
- V. Old Business
- a. UAC Advisor Facebook Update – Tabled to March meeting
    - i. Discussed possible interest advisors across campus would have in using Facebook or IM. Members thought it might be useful to send out an e-mail via UAC BULL listserv or UAC membership to ask what interest advisors have in using such communication. A survey could ask who uses IM or Facebook to communicate with other advisors or students.
- VI. New Business
- a. Fall Preregistration Closed dates, continuing students – Andy Armstrong
    - i. Andy asked UAC Board members for input on the shut down date for registration for continuing students this May due to early transfer conference date. UAC Board members voted to continue closing registration for continuing students at the end of May (30<sup>th</sup>).

## VII. Announcements

### a. College /Department

#### i. College of Agriculture and Life Sciences

1. ACE Day Career Fair – Wed – Thurs 2/6-7, 9 AM – 2 PM, Kleburg Bldg

#### ii. College of Liberal Arts

1. New Advisors: Emily Caulfield (COMM), Nancy Golson and Sylvie Ragucci (European & Classical Languages – FREN, GERM, RUSS)
2. Career Fair: Wednesday, 2/20/08, 11 AM – 3 PM, Rudder Exhibit Hall

#### iii. General Academics: GEST Change of Major Policy for 08A

1. Students in good standing may change majors through the last day of pre-registration.
2. Students below 2.0 may change until mid-term grades are posted, if they have a GPR deficiency of -1 to -18. After mid-term, students below a cumulative 2.0 will be accepted until the day prior to the first day of pre-registration, if they post a 2.0 or better on mid-term grades. Otherwise, probationary students' request to change majors to GEST will be evaluated after final grades are posted.

#### iv. Honors Programs & Academic Scholarships announces that **Robb Jenson** Retention and Assessment Coordinator is the recipient of the 2008 NACADA Region VII Outstanding Advisor – Primary Role. The award category recognizes individuals whose primary role at their institution is the direct delivery of advising services to students. He will be recognized during the Region VII Conference Awards Luncheon in Branson, MO next month.

#### v. Student Business Services

1. Soft drop lists shared with departments, some discord in handling. Advisors/departments, please be careful how information is shared – don't give to students. Customer service phone number is 979-845-8127.
2. Next installment payment due date is February 7, 2008; \$25.00 late payment penalty.
3. Hard drop for 20<sup>th</sup> class day, February 11<sup>th</sup>, for students who have not made sufficient payment to keep their classes. Students must be either set-up on installments and paid 50% of tuition and feeds, or have paid 100% of tuition and fees. Students can sign up for installment on AggiePay until 2/9/08.

#### vi. Student Learning Center

1. New extended tutoring hours: Mon – Thurs, 5-10 PM; Sunday, 5-8 PM
  2. Academic Peer Educator Conference (EPEC) – February 16
  3. Spring 200-8 Supplemental Instruction (SI) schedule available on SLC Web site, [slc.tamu.edu](http://slc.tamu.edu), as well as more information on tutoring and the APEC conference.
- b. Upcoming Programs Dates
- i. Audio Conference and NACADA Webinar – February 7, 2008:
    1. Audio Conference “Helicopter Parents: When Difficult Parents Land on Your Campus”, 12-1 PM, 501 Rudder (co-sponsored by the Division of Student Affairs)
    2. NACADA Webinar “Shared Responsibilities: What Advisors and Administrators Need to Know to Better Assist GLBTQA Students:”, 1 PM, 401 Rudder
  - ii. February 12: Symposium “Making Connections”
- c. Aggieland Saturday – Saturday, February 16, 2008
- d. Diversity Awards – Nominations deadline Friday, February 29, 2008. Information and nomination form at <http://aggiiculture.tamu.edu>
- e. Presidents Award for Academic Advising – Nomination deadline Friday, March 21, 2008. Information and nomination form available at <http://www.tamu.edu/aprovost-undergraduate>.
- f. Spring UAC Board Meetings: 10:00 AM in 413 HPCT on 3/5, 4/2, 5/7
- g. NACADA Region VII Meeting: March 3-5, 2008 in Branson, Missouri. Theme: Setting the Stage for Student Success: Academic Advising in the Spotlight, [www.nacada.ksu.edu](http://www.nacada.ksu.edu)
- h. 2008 NACADA Annual Conference – Presentation Proposal Submission Deadline is Monday, February 11, 2008, [www.nacada.ksu.edu/proposals/](http://www.nacada.ksu.edu/proposals/). Conference location is Chicago, Illinois, October 1-4, 2008.

Discussion Topic: Banner Information System Training Coordination – Andy Armstrong

A year from now the live version of Banner will be out. Admissions will be starting this Fall. How should UAC become informed since all advisors need to know about Banner. Spring ‘09 students will be using Banner to register for Fall 09 classes. It was suggested to use Advisor Briefing Days ‘08 (Sept 9-10) to discuss Banner use, then have monthly meetings after. Andy will try to come up with a training schedule to discuss with UAC in the future.

Meeting was adjourned at 11:00 am, moved by Heather Haliburton and seconded by Rebecca Hapes.