

University Advisors and Counselors
Executive Board Minutes
413 Minnie Heep Bldg
September 5, 2007

Present: Linda Windle (President), Rebecca Hapes (President elect), Summer Feldman (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), Roxanna Russell (College of Geosciences), Terri Burger (College of Liberal Arts), Clint Crampton (College of Science), Lydia Carrascosa (College of Veterinary Medicine), , Kristie Orr (Student Affairs), Tara Boyle (Student Affairs), Kristin Harper (UPAS), Bethany DeSalvo Lozano (Academic Affairs), Marilyn Yeager (Academic Affairs), Jennifer Lightfoot (Student Business Services), Erin Porter in behalf of 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), Vicki Truett (College of Education & Human Development)

I. Minutes – Kristie De La Garza

Jeana Goodson moved to approve April 4, 2007 minutes, seconded by Sallye Henderson.
Summer Felton moved to approve August 2, 2007 minutes from Executive Board Retreat, seconded by Sam Murdock.

II. Treasurer’s Report – Heather Haliburton

Heather provided an example of the newly created “Budget & Reimbursement Form” that will be used as a guide for committees as they plan and budget for events. The form will provide a breakdown of possible items and the money spent by the previous year’s committee. This form will be used by the chair of any committee to submit to Heather (UAC Treasurer) for approval and reimbursement of funds used within a budget.

The budget will be reviewed at the next UAC Board meeting.

III. New Business

A. UAC’s role in bringing NACADA Webinar Events to Campus – Kristin Harper

Kristin confirmed that multiple Webinars will be purchased this year. By purchasing the bundle of Webinars, a DVD of each presentation will be received as a bonus. With the DVD’s the Webinars may be viewed on other occasions than the dates listed. Per Sallye Henderson, GEST will continue to provide the facility and tech support for the Webinar events. Kristin will reserve the room and Andy Armstrong will post the Webinar dates and topics on the UAC website. UAC will continue to support the NACADA Webinars by promoting the events.

B. Proposed Academic Calendars – Linda Windle

Linda Windle e-mailed copies of the proposed calendars to all board members on 8/31/07 for member to review for proposed changes. If changes need to be made Mr. Carter needs to be informed before the AOC meeting. There was some discussion as to whether A&M should go back to having two separate dates for drop/add (drop would come later).

C. Course Drop Limitation for Undergraduates (Senate Bill 1231) – Kristin Harper

Policies are being developed for this new legislation, keeping in mind there are many things yet to discuss. The new freshmen will be informed of this new legislation via the “fiscal information letter” sent to all new freshmen after the twelfth class day. Kristin agreed to provide UAC board members a copy of the letter once it is sent.

IV. **Officer & Committee Reports**

A. **Programs – Sam Murdock**

1. Advisor Briefing Days, September 12 & 13th – 190 people have registered which is a new record for registered attendees. There will be a sign up sheet for UAC committees and NACADA National Conference participation/attendees.
2. Monthly meetings will not meet when there is a UAC function going on that month. They will continue to be held in room 225 of the Bright Football Complex/Academic center.
3. Advisor Social Hour will probably be on the last Thursday of each month. Social Hours will be a good opportunity to socialize and network. The first social will be held at the Fox and Hound on September 27th starting at 5:00 pm (or right after work).

B. **New Student Conference Committee – Rebecca Hapes**

1. Committee has not met yet

C. **AOC Meeting – Linda Windle**

1. Academic Calendar for Summer 2008. Due to the mandated change for high school graduation, changes might need to be made to the start date of summer school sessions for provisional incoming freshmen. It is proposed that Summer courses impacted by this group of freshmen will start later, last 7-8 weeks, end on the normal time, but the course *time* will increase. These courses may be coded differently within the 10 week courses offered. These courses will most likely be core curriculum classes and might be coded as sections 320-329. (Changes are still being considered).
2. Changing Catalog Numbers When Changing Curricula. Students should be able to stay in their original catalog when changing majors. They have the option of staying in the catalog they entered in or changing to the current catalog when changing majors, depending on which catalog benefits them most.
3. Change in Classification Definitions. Changing the Junior classification status to 60-89 hours and Senior status to 90 + hours is being proposed to the Rules and Regulations Committee. The projected start for this change would be 2009.
4. Change in Course Numbers. When TAMU transitions from SIMS to BANNER, there will be a change in the course numbering. Banner works with four digits, so our current three digit course codes will change. An example of this change is to add a “0” to the end of the current three digit course number.
5. Concern regarding security of BANNER. Andy Armstrong reported a concern with BANNER and the security of the 10 (block) screen. At this time BANNER does not automatically associate the initials of the person writing a comment on the block screen. This limits the security of the comments because anyone can put any name down when writing a comment.

V. **Announcements**

- A. Patrick Williams announced the Business Career fair will be held September 18, 19, and 20th at the Wehner Building
- B. Jeana Goodson announced that Cathy Sperry has taken a new position with the Engineering Student Services and Academic Programs. The college of Engineering will hold their career fair September 18 & 19th in Reed Arena. They expect over 300 companies to attend.
- C. Terri Burger announced that the Classical Studies Major has been approved in SIMS and will be in the next print of the catalog.
- D. Roxanna announced the combined career fair of college of Science and Geosciences will be held October 10th. Dr. Andrew Millington is the Acting Director for the Environmental Programs in the College of Geosciences. He oversees the Environmental Studies (ENST) and the Environmental Geosciences (ENGS) degree plans. His contact information is Millington@geog.tamu.edu. Roxanna also mentioned there were several UAC members that helped at the Ice Cream Social during the Gig'em Week and lots of fun was had by all. Flyers were handed out on things an Advisor can do for the students. Thanks goes out to all those who donated goodies and prizes for this event.
- E. Kristie Orr provided with information on free tutoring provided by the Department of Multicultural Services, Office of Honors Programs and Academic Scholarships – information can be found at <http://tutor.tamu.edu>. The Women's and Gender Equity Center has been split into two different offices and moved to the Division of Student Affairs. The Women's Center will remain in its current location in the Blocker Building on the north side of campus and be led by Merna Jacobsen. The Gender Equity division will move to Cain Hall, giving it a more centrally located office within the Offices of the Dean of Student Life. Kristie also provided a handout with information on the several moves within the Department of Student Affairs.
- F. Bethany DeSalvo reported that the Aggie Peer Education Conference date has been changed to February 16th. The Tutor Zones will be located in the MSC Flag room, Studio 12 of the Commons and possibly Moser Hall this Fall, please see website for more details – <http://slc.tamu.edu>
- G. Marilyn Yeager reminded Board that Career Center will be offering Mock Interviews for students. Students do not have to be registered with career services; they just need to sign up.
- H. Jennifer Lightfoot reported that installment payment is due September 19th for students. Hard drop has happened for inactive student schedules – this year there were only 124 schedules dropped. In the future advisors would like to be informed of soft and hard dropped schedules of students in their majors. The request was also made for any letters sent to students from Student Business Services also be sent to UAC Board members.
- I. Erin Porter reminded everyone that no part of Student Financial Aid has moved to the General Service Building, it is still located on the second floor of the Pavilion. Suzanne Sealey (Regent scholarships) is currently out of the office, but Drew can handle any of the questions. A Finc 101 course is being developed for faculty and staff to provide information on how financial aid works. This course will be offered once a year in hopes of improving the communication on campus. (Might be good for new advisors).
- J. Karen Price announced that Bib is back to work half days now.
- K. Ben Petty reminded everyone to bring their business card to the afternoon program September 13th for the drawing for the free trip to Italy during the UAC monthly

program! September 20th, “Oversea’s Day” will be on display at the MSC from 10:00 – 2:00. The new director for the Study Abroad Programs Office is Dr. Jane Flaherty.

- L. Vicki Truett (announcements via e-mail) reports the deadline for the Coaching Minor is Oct. 1st and Biol 111 or 113/123 is a pre-requisite. The deadline to apply for Pre-Professional Phase of Sport Management is Oct. 1st. There is now an internship and non-internship option. A Sport Management minor is now being offered, see HLKN website for more information – <http://hlknweb.tamu.edu>
- M. Donna Witt announced that the TAMU Agriculture Career Exposition Day (ACE Day) is October 3-4, 2007 from 9:00 am to 2:00 pm.
- N. New Advisors
 - 1. Liberal Arts: Rosalinda Aregullin-Valdez – Hispanic Studies & Spanish, Cristina Vela – Performance Studies (Music and Theatre), Philip Smith – History, Elise Elliott and Kate Stephenson – English.
 - 2. Study Abroad Advisors: Franklin Van Ardoy, Shawna Hurley, Irene Scott, Lois Swanick, Clarissa Steele.
 - 3. College of Agriculture: Jeff Tomberlin (Entomology), Katie Scott (Agriculture Leadership Education) and Ashlea Schroeder (Biological and Agricultural Engineering).

VI. **Up Coming Dates**

- A. UAC Officer Meeting Dates: Mondays before monthly Board meetings.
- B. Fall Board Meeting Dates & Times: 10/3, 11/7, 12/5 at 10:00 am in 413 HPCT
- C. Upcoming Program Dates
 - 1. September 11: Symposium on Inquiry/Research-based Education, 1:15 – 5:00 pm, 301 Rudder
 - 2. September 12-13: Advisor Briefing Days “Winds of Change”, 7:30 AM – 12:00 PM, MSC
 - 3. September 21: Assessing First-Year Seminars Webinar, 12:00 – 1:45 PM, 301 Rudder
 - 4. September 21: USTA Academic Advising Conference, 8:00 AM – 4:30 PM
 - 5. October 15: Monthly Program “University Studies”, 3:30 – 4:30 PM, 225 BFC

- VII. **Discussion Topic:** With the change in the Junior and Senior classification definitions, should any other classification definitions need to be changed? There was not enough time to discuss this topic, so it was tabled until the next Board meeting.

Meeting adjourned at 11:15 am.