

University Advisors and Counselors
 Executive Board Retreat Minutes
 General Services Complex (GSC) Assembly Room A
 August 2, 2007
 Approved September 5, 2007

Attendance: 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), Garry Gibson (Athletics), 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), Karen Price (Admissions-Office of the Registrar)

Not Present: Tyra Musoma (College of Architecture), Vicki Truett (College of Education & Human Development), Delisa Falks (Student Financial Aid), Ben Petty (International Programs)

- I. **Getting acquainted** – Board members shared two truths and a lie to become better acquainted
- II. **Review of 2006 Retreat**
 - A. **Review of Values document** from 2006 UAC Executive Board Retreat. What we value as an organization and how do these values impact our goals and Bylaws was discussed. The Values document could be divided into two categories, “Values and Roles” however the Board decided the values are well represented on the UAC mission and Organization Goals.
 - B. **Review of “Things to Improve” document** from 2006 Retreat. The Board felt progress has been made in several areas, but improvement can still be made. Continued support and visibility needs to be practiced in involving/mentoring new advisors, involvement at state and national level conferences, and communication could be improved to students and advisors of upcoming events and new information. To improve communication between advisors and UAC members, it was recommended e-mail reminders of upcoming events be sent out. These e-mails could also help inform advisors of how to register for and coordinate attendance to conferences (ex. NACADA).
- III. **Identify three goals for 2007-08** – brainstorming session – see additional notes (Linda Windle)
 - A. **Ways to increase visibility and participation** for seasoned and new advisors. Sam Murdock will oversee a portion of this goal as VP for Programs and Rebecca Hapes will oversee a portion as President Elect.
 - B. **Improved communication** will be coordinated by Andy Armstrong, VP for Communication. Recommendations include making better use of UAC website links and improved communication from Executive board to members.
 - C. **Marketing** will be coordinated by Kristie De La Garza, Secretary and marketing committee chair as well as Lydia Carrascosa, Roxanna Russell and Patrick Williams volunteered to assist.

- IV. Bylaws** were recently updated, so no changes need to be made at this time; however there will be a renewed emphasis on the Strategic Planning and Assessment Committee.
- V. Expectations for UAC Board Members** will remain the same except “New Advisor Training” will be added to expectations.
- VI. Treasurer Update – Heather Haliburton**
The UAC budget was discussed and the board moved to support funding for New Advisor’s Luncheon (if we have the money budgeted and Heather approves the expenditure based on the budget).
All requests for money needed by committees must go through Heather. Heather is implementing a new process where committee chairs and/or individuals ordering items need to submit those receipts, along with a form (to be developed) to better track our UAC expenses and create additional accountability for our expenses and programs.
- VII. Opportunities to improve UAC – Summer Felton**
There have been many achievements made by UAC in making improvements and becoming more visible. The Program Committee would like to organize a “Social Hour” once a month to help build support among advisors and UAC members and provide social networking opportunities.
- VIII. New Advisor Award Proposal – Linda Windle and Patrick Williams**
A draft for a New Advisor Award was introduced to board members for discussion. The proposed award has been modeled after the NACADA New Advisor Award and offers an opportunity to recognize new advisors for outstanding advising. The award is in the draft stages and currently does not have a monetary backing. The hope is for the award winner to be funded a trip to the NACADA National conference or free attendance to UAC symposium. Motion to move forward with this award was approved by board members.
- IX. Advising Assessment – Kristin Harper**
Representatives from three colleges will be attending the Advising Assessment Institute offered by NACADA in February. They hope to devise a university wide advising assessment tool to use for assessing advising at TAMU. The College of Liberal Arts, Agriculture and Life Sciences and Mays Business School will participate in the pilot program.
- X. 2007-08 UAC Executive Board Meeting Dates, Time and Location** have been established. The board will meet the 1st Wednesday of the month from 10:00 – 11:00 AM in 413 HPCT. **Fall:** 9/5, 10/3, 11/7, 12/5 **Spring:** 1/9, 2/6, 3/5, 4/2, 5/7.
- XI. Policies and Procedures update committee** were appointed. Members include Linda Windle, Sallye Henderson, Kristie Orr and Jeana Goodson.
- XII. Reminders**
- A. Advisor Briefing day is September 12-13th and the deadline to register is 9/6/2007.
 - B. UAC is still collecting best advising stories to share, please send stories to Sharon Duray s-duray@tamu.edu by August 15, 2007.
 - C. Please pass any ideas for a Holiday Party on to Heather Haliburton
 - D. Next Board meeting will be on September 5th, 10:00 AM

