

University Advisors and Counselors
Executive Board Minutes
413 Minnie Heep Bldg
November 7, 2007
10:00 -11:00 am

Present: Linda Windle (President), Summer Feldman (Immediate Past President), Andy Armstrong (VP Communications), 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),), Garry Gibson (Athletics), Vicki Truett (College of Education & Human Development), Kristin Harper (UPAS), Bethany DeSalvo Lozano (Academic Affairs), Marilyn Yeager (Academic Affairs), Delisa Falks (Student Financial Aid), Ben Petty (International Programs)

Not Present: Rebecca Hapes (President elect), Sam Murdock (VP Programs), Lydia Carrascosa (College of Veterinary Medicine), Kristie Orr (Student Affairs), Tyra Musoma (College of Architecture), Tara Boyle (Student Affairs), Jennifer Lightfoot (Student Business Services), James Latimer (Blinn College), Tyler Koch (Student Government Rep), Karen Price (Admissions-Office of the Registrar),

- I. President's Opening Remarks – Linda Windle
Linda attended the NACADA national conference and reported there was a good representation of A&M advisors and counselors (approx 20-25). Next years national conference will be held in Chicago.
- II. Minutes Approval – Kristie De La Garza
Summer Feldman moved to approve the October 3, 2007 minutes and Heather Haliburton seconded the motion.
- III. Treasurer Report – Heather Haliburton
No updates on the budget
- IV. Officer and Committee Reports
 - a. President – Linda Windle
 - i. October AOC meeting – Linda reported that the Student Government association is investigating a few areas
 1. International and Cultural Diversity classes and how well students are being informed about these.
 2. First year grade exclusion and how well students are being informed about it.
 3. They are looking into in-class evaluations.
 - ii. Advising Syllabus Idea – Linda provided an example Advising Syllabus from the University of Texas, she invited the UAC Executive Board members to review the syllabus. At some point A&M will have a similar syllabus for our advisors, but this has not been completed and input will be solicited at a later time.
 - b. President Elect – Rebecca Hapes
Rebecca was absent today, so Linda facilitated some discussion on New Advisor Training.
 - i. New Student Conference Committee – no updates
 - ii. New Advisor Training

1. Linda asked what departments have someone designated to train new employees. Financial aid, Liberal Arts and General Studies indicated that someone is designated to train new employees. Some members indicated it is up to the supervisor of that new employee to do the training.
 2. It will be important that the UAC Executive Board rep checks with the department to make sure, if a new advisor is being trained, the rep does not overstep his/her bounds in training. See what the department needs in training a new advisor!
- c. VP Programs – Sam Murdock
Sam was absent
- i. Monthly programs – Next Monthly program is on November 29th
 - ii. 2008 Symposium – Planning is underway for the 2008 Symposium
- d. VP Communications – Andy Armstrong
- i. The University Studies Presentation by Dr. Kriss Boyd has been posted in the UAC website
 - ii. It has been requested that he post a calendar of upcoming events on the website and Andy will look into getting that up.
- V. Announcements (Provided in writing prior to meeting)
- A. Letters to Fall 2008 Admitted Students – Kristin Harper
 - i. Focus has been put on how A&M can improve the communication with newly admitted students (particularly under-represented groups). A letter has been developed for Deans to use as a template to send new admitted students; which welcomes them to A&M and provides personal contact from their college. Departments are then encouraged to contact their new students via a letter which will direct them to resources such as advising and facts about the department. The hope is the newly admitted students will feel connected and informed to their department before reporting for classes. (Sample letters have been sent to the Academic Deans).
 - B. UAC Speakers Bureau – Kristin Harper
 - i. Names of former award winners have been provided as contacts if prospective students want to meet with an advisor.
 - C. Student Learning Center is hiring tutors. Direct potential hires to <http://slc.tamu.edu>
 - D. West Texas A&M University 2007-2008 Independent Study Catalog –Kristin Harper provided a copy of this information to UAC Executive Board Members.
 - E. November 8, 2007: “Approaches to Improving the First Year Student Experience” Web Conference 12:00 – 1:45 PM, Koldus 110; registration apus@dsmail.tamu.edu.
 - F. Upcoming UAC Program Dates
 - i. **November 19:** UAC Monthly Meeting, *Advisors as Researchers/ Professional Presentations*, 3:30 PM in 225 Bright FC.
 - ii. **November 29:** Advisor Social Hour – Location TBA
 - iii. **December 6:** Meet-Greet-Eat. 3:00 – 5:00 pm, location TBA. The cost will be \$10.00. If you or your department would like to donate door prizes for this occasion, please contact Heather Haliburton or one of the committee members.
 - iv. **February 12:** Symposium
 - G. Remaining Fall Board Meeting: 12/5, 10 AM in 413 HPCT

- H. NACADA Region VII Meeting: March 3-5, 2008 in Branson, Missouri. Theme: *Setting the Stage for Student Success: Academic Advising in the Spotlight*. Proposal Deadline: December 1, 2007. Details about presentation lengths, formats available at NACADA Website, www.nacada.ksu.edu.
- I. Pre-registration: November 15-21; November 26-December 4. Open registration December 5. Andy reported e-mails were sent on Monday, November 5th to all students via their Neo account informing them of their registration time and if they have blocks.
- J. The Student Counseling Service has a new “Anger Management” workshop available for students. Please refer any students to the SCS website <http://scs.tamu.edu/> for registration information. The workshop will take place on Wednesday, November 28th at 12:30 – 2:30 pm.
- K. Sallye Henderson informed the group that GEST has two positions open – one Advisor II and the other Senior Advisor I
- L. Aprox. 44 people attended the Webinar on Mental health issues in college students.

Meeting adjourned at 11:00 am – moved by Heather Haliburton and seconded by Sallye Henderson.