

**University Advisors and Counselors
Executive Board Minutes
413 Minnie Heep Bldg
October 3, 2007
Approved November 7, 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), Clint Crampton (College of Science), Terri Burger (College of Liberal Arts), Lydia Carrascosa (College of Veterinary Medicine), Garry Gibson (Athletics), Kristie Orr (Student Affairs), Tara Boyle (Student Affairs), Vicki Truett (College of Education & Human Development), Kristin Harper (UPAS), Bethany DeSalvo Lozano (Academic Affairs), Karen Price (Admissions-Office of the Registrar), Ben Petty (International Programs)

Not Present: Tyra Musoma (College of Architecture), Marilyn Yeager (Academic Affairs), Jennifer Lightfoot (Student Business Services), Delisa Falks (Student Financial Aid), James Latimer (Blinn College), Tyler Koch (Student Government Rep)

I. President's Opening Remarks – Linda Windle

Introductions of UAC executive board and EIS Portal Implementation Team

II. September Meeting Minutes Approval – Kristie De La Garza

Sam Murdock moved to approve the 9/05/07 minutes with changes discussed in meeting and Rebecca Hapes seconded the motion.

III. Treasurer Report – Heather Haliburton

Heather reported that the UAC Executive board approved the 2008 fiscal year budget.

IV. New Business

A. EIS Portal Implementation – Vikram Ahmed (Portal Lead), Ken Poenisch (Associate Director and Functional Lead), John Chivvis (Director of Web Initiatives). Representatives from EIS (Enterprise Information Systems) discussed the future implementation of Banner Student System and Luminis portal (Howdy).

1. Banner consists of four main areas – student academic records, admission and recruiting, student financial aid and student business services. Banner works in conjunction with the Luminis Portal and there are plans for Banner to go live Fall 2008 with freshmen admissions and then Spring 2009 in all other areas.
2. Portal (Howdy) will go live sooner than Banner (soft launch mid February). Howdy will be a single point of entry for all Texas A&M faculty, staff and students on all campuses. Users can customize their portal window to meet their own needs by changing and adding channels shown on the portal screen. There are three fundamental features
 - i. single sign on (net ID), access to neo email, WebCT, my record etc
 - ii. web-based – accessible anywhere
 - iii. point of entry defined by individual role on campus

Implantation of Howdy has encouraged departments on campus to really look at their information and integrate it for all university information; this will cut down on “surfing for information”. Howdy will become a single source for A&M related news, information and resources.

V. Officer and Committee Reports

A. President – Linda Windle

1. September AOC Meeting Canceled
2. Please be sure to give UAC President (Linda Windle) any information you would like for her to share at AOC Deans meetings.

B. President Elect – Rebecca Hapes

1. New Student Conference Committee has met and 800 freshmen application and acknowledgment letters have been sent out. Rebecca will send out minutes from the committee meeting when they are available to her. Rebecca invites everyone to contact her if there are any questions or concerns about the proposals or content of New Student Conference.
2. New Advisor Training. Rebecca is getting new names of people who need to be trained. She hopes to get a meeting with all college representatives to solicit changes and updates to the training notebook. She encourages everyone to give her suggestions or comments on the training book.

C. VP Programs – Sam Murdock

1. Advisor Briefing Days – went very well. The committee will meet one last time to evaluate survey responses.
2. Monthly Programs will be on October 15th – University programs w/Dr. Kriss Boyd
3. Advisor Social Hour had 30-35 attendees - a good time was had by all. The next date and place is to be determined – announcement coming soon.

D. VP Communications – Andy Armstrong

1. Andy is updating the web information and functions of the UAC website (implementing frames)
2. Advisor Briefing Days presentations are up on UAC website and in PDF form
3. Andy is working on the Fall Newsletter and it should be completed by the end of October
4. Andy will be posting new pictures and information on the website. He will post pictures from the Advisor Briefing Days and socials. Andy invites anyone to e-mail him pictures that could be posted on the UAC website.

VI. Announcements

A. *Multicultural Services* Open House: October 5, 2:00-4:00 PM, 288 MSC

B. NACADA Webinars Schedule – Kristin Harper provided handout of dates.

- i. October 5, Legal Issues in Advising Webinar, 12:00-1:45 pm, 301 Rudder

C. *Student Counseling Service (SCS)* Brown Bag Luncheon, October 24, 12:00 – 1:00 PM, B111 (the “POD”) of Cain Hall. Advisors and counselors are invited to attend and learn about the wonderful services SCS can provide students. Services include Learning Disability screenings, Career Counseling, Academic Counseling, and more!

D. *Remaining Fall Board Meetings*: Nov. 7 & Dec. 5, 10 AM, 413 HPCT

E. Upcoming Programs, Dates

- i. October Monthly Meeting: University Studies, 10/15, 3:30 PM, 225 Bright
- ii. NACADA Annual Conference: October 18-21, Baltimore, Maryland
- iii. Advisor Social Hour: October 25, 5 PM, Location – Fox and the Hound

F. *Important Semester Academic Activities and Dates*

- i. Mid-term Grade Reporting: October 15
- ii. Q-Drop and Withdrawal Deadline: November 2

- iii. Online Schedule of Courses, Preregistration Schedule: Schedule of Classes available mid-October; Preregistration 11/15 – 12/4.
- G. *New Advisors/Advisor Employment Opportunities*
 - i. Rebecca Hapes - Dept. of Entomology had an Academic Advisor I posted which is currently on hold
- H. *B.S. in Forensic and Investigative Sciences approved.* Degree display available using AG BS FIVS. Lower-level requirement to change curriculum is 3.0 cumulative GPR. More information available at <http://forensics.tamu.edu>.
- I. Other announcements-
 - i. Andy Armstrong announced that an e-mail will be sent to student workers the third week of October so they can submit their (forms) proof of student worker status for pre-registration. Dates and times should be sent out November 2nd notifying students of when they can register for classes.
 - ii. Linda Windle announced that NACADA Region 7 is in the process of organizing a Region 7 social at NACADA – watch UAC Bull for more information.

VII. Discussion Topic: *With the change in the Junior and Senior classification definitions, do you think that any other classification definitions need to be changed?*

– Summer Felton reported concerns that the classification definitions change might be an issue b/c many of the courses in Agriculture are restricted to classification – JR, SR for example and the classification change could impact student's ability to register for classes.

- Linda Windle reported that for registration, business will set the enrollment code so that U2's can register for 300 level classes. There is a notice that students **must** be a U3 by a certain date – if they do not meet this date, they will be dropped from the class when it starts.

Gary Gibson reported concerns for student-athletes because many times they can not register for the 300 level classes until after grades come out and everyone else registers. This limits their class schedule times which they try to arrange around practices.

This discussion brought up many issues surrounding registering for class, class availability, and number of courses being offered. It was a good discussion and the consensus was that there does not seem to be a reason to change the sophomore and freshman classification definitions.

Meeting adjourned at 11:15 am – moved by Sam Murdock and 2nd by Kristie Oar