

University Advisors and Counselors
Executive Board Retreat Minutes
Center for Distance Learning & Research (CDLR)
July 23, 2008

Present: Rebecca Hapes (President), Sam Murdock (President Elect), Linda Windle (Immediate Past President), Patrick Williams (VP Programs), Donna Witt (Secretary), Heather Haliburton (Treasurer), Amanda Schwede (College of Agriculture & Life Sciences), Avery Pavliska (College of Education & Human Development), Jeana Goodson (Dwight Look College of Engineering), Chris Cherry (General Academic Programs), Roxanna Russell (College of Geosciences), Terri Burger (College of Liberal Arts), Lydia Carrascosa (College of Veterinary Medicine & Biomedical Science), Marilyn Yeager (Academic Affairs), Garry Gibson (Athletics), Kristie Orr (Student Affairs), Sarah Ou-Young (Student Affairs), Jennifer Lightfoot (Student Business Services), Erin Porter (Scholarships & Financial Aid), Cathy Littleton (Admissions & Office of the Registrar), Lisa Tauferner (International Programs), Kristin Harper (Undergraduate Programs & Academic Services).

Not Present: Tammy Tiner (College of Science), Joel McGee (Academic Affairs).

- I. **Getting Acquainted** – Board members picked a color, car, and fictional or non-fictional character that best represented themselves and shared them with the group to become better acquainted.

- II. **Year in Review; Overview of 07-08 Goals & Accomplishments**

- A. Linda Windle discussed the 3 overarching goals for 2007-2008 that were generated in the Break-Out session from the 2007 Board Retreat.
 - Goal #1 Participation
 - Goal # 2 Communication
 - Goal # 3 Marketing
 1. **Participation** - In 2007 UAC Exec Board was focusing on participation. Activities were created to support this goal:
 - a. Sam Murdock (as VP Programs, along with the program planning committee) created the Advisor Social Hour. It has worked very well for advisors to get acquainted outside of the workplace in a more relaxed environment.
 - b. Facebook group was created (Texas A&M University Advisors and Counselors) and currently has about 40 members.
 - c. New Advisor Luncheon – invitation was extended to other entities (Galveston campus).
 - d. New Advisor notebooks / trainings
 2. **Communication**
 - a. Andy Armstrong (VP Communications) kept the UAC web-site up to date and posted the minutes on the web-site as well as handouts/materials from Advisor Briefing Days and Symposium.
 - b. No updates on the new logo for UAC.
 - c. We still need to work on linking the web-site from other offices.
 3. **Marketing** – we accomplished the least from the marketing area.
 - a. Participated in ice cream social / giveaways promoting academic advising during Gig 'Em Week.
 - b. Housing Fair – had playing cards made to distribute to students which promoted academic advising.
- B. Rebecca Hapes asked the board if anyone had any thoughts on the goals.

1. Patrick Williams thinks we are headed in the right direction.
2. Donna Witt expressed a concern with the lack of faculty involvement in UAC. Some of the faculty she has spoken with are not on the UAC-Bull Listserv and therefore do not receive messages regarding UAC activities/meetings. There was some discussion regarding the most effective way to have new advisors added to the listserv. Rebecca Hapes recommended that listserv management for new advisors could go through the secretary or we can just forward new members to Mike Balog to be added. Terri Burger said that she has a yearly meeting with their advisors and informs them of UAC Bull membership. We could send out an email to the college/dept. about how to join listserv.
3. Sam Murdock announced that there are two active UAC websites that are mirrored images and one needs to be deactivated. It is very confusing.
4. Jeana Goodson said that we need to address the UAC logo. There were many comments by the board members concerning the logo.
 - a. Roxanna Russell thinks that we need shirts to promote UAC.
 - b. Linda Windle said that there was a complaint a few years ago that the UAC logo looks like a cross.
 - c. Terri Burger explained to the group what the current logo is and the history of how it was developed and gave an explanation of the logo.
 - d. Linda Windle asked if there was a written explanation of the logo anywhere. Terri Burger thought it was on the UAC web-site, but we were unable to find it.
 - e. There is confusion about the logo, and if the logo is supposed to portray what the organization is then an ad-hoc committee is needed to discuss this. The Logo Review Subcommittee will consist of Patrick Williams, Jeana Goodson, Linda Windle, and Marilyn Yeager.
5. Linda Windle announced that it is the 20th Anniversary of UAC. It would be great to have a 20th anniversary celebration. A subcommittee with past presidents could plan this celebration and the advertisement of this celebration could be great marketing for the organization.
6. Lydia Carrascosa made the comment that last year we discussed facebook. More people (advisors) have facebook pages now and this is a great communication tool.

III. By-Laws and Policies & Procedures Review

- A. Rebecca Hapes made a motion to remove the UAC logo from the Bylaws and Jeana Goodson seconded the motion.
- B. Discussion of By-Laws
 - Approved two (2) ad-hoc committees (Logo Review committee and the UAC 20TH Anniversary celebration committee).
- C. Discussion of Policies & Procedures

1. Add page numbers to document
2. 1:3 – 2007 was the first year to use non-paper form for officer elections (used Survey Monkey). Need to change the wording to say distribute since we are not sure if the officer elections will be electronic or by mail depending on the nominating chair.

IV. Structure of UAC

- A. Officer Roles – each officer updated the board on their roles for the next year.
- B. Office Vacancy – Kerri Mikulik was elected VP-Communications and will be leaving the University soon. This was a contested race with Jon Kotinek so a motion was made to offer the position to him.
- C. College Representatives Role
 1. Attend monthly meetings and if the representative cannot attend they will need to send someone else in their place.
 2. Send any announcements to Rebecca Hapes before the meeting. It helps to have it in written format on the agenda.
 3. Responsible for New Advisor training in their respective College.
 4. Communicate with College or area regarding UAC meetings/ information.

V. New Advisor Training & Involvement

- A. Sam Murdock said the College Representatives should let him know the name of any new advisor in their College (e-mail Sam at murdock@tamu.edu) so he can get a notebook sent and a training time can be scheduled.
 1. The contact between the UAC college rep. and the new advisor is just as important as the notebook, if not more important. It gives the new advisor a personal contact if they have any questions.
 2. The UAC rep. is not held responsible for all training, but this serves as a service to the new advisor by giving them contact information and general advising information.
 3. A UAC rep. can appoint someone else in their college to do the training if they are not comfortable with doing it.
- B. Linda Windle asked the group if we need to make the notebook accessible in a .pdf format online. Terri Burger said that we really need to encourage the one-on-one face interaction for training. Sam Murdock said that a lot of the information is pulled from online materials, so it may be a good idea to make it accessible online.
- C. Sam Murdock – we would like the UAC Board to have better representation on committees. We need to promote active participation in UAC for programs/events. Board members need to consider serving on committees for the upcoming year.

VI. Treasurer Update

- A. Heather Haliburton will supply a budget to the board in September for the board to vote on. UAC has stayed on target regarding expenditures and budget forms have been provided.

VII. Assessment Update – Kristin Harper

- A. Six big ideas from the Murano Committee – one is to ensure quality of academic experiences. Three colleges were asked to be a part of the pilot program (College of Agriculture & Life Sciences, College of Liberal Arts, and Mays Business School). The team is going to come up with some great ideas.
- B. Assessing student learning – will use a rubric to measure student outcomes.
- C. Jeana Goodson wanted to know how this is beneficial to us as advisors.

1. Linda Windle – it is an assessment of our advising and what we need to improve upon.
2. Heather Haliburton – can use the surveys with students to find out what they think and what improvements need to be made.
3. Each department will use the information differently.

VIII. 08-09 Goal Setting Breakout

The board identified three goals for 2008-2009 and divided into three groups for brainstorming ideas on each goal.

A. Professional Development

- Give time away – supervisors allowing time away from the office for committee participation / meetings.
- Show value – AOC Dean's support: Recognize colleges who are exceeding expectations in advising.
- Better market campus professional development opportunities to decision makers.
- Review articles or current issues – similar to a book club, the group can meet during lunch and pick an article (NACADA journal, etc.) to discuss.
- CEU's for professional development – possibly tie it into the career ladder.
- Solicit for funds.
- Proposal for professional development for academic advising
 - a) Establish minimum standards for professional development in advising
 - b) Plaques
- Can use Advisor Briefing Days for proposal submissions / NACADA – possibly even do the presentations here on campus before or after they are presented at NACADA or regional meetings.
 - ❖ Professional Development subcommittee members: Terri Burger, Sam Murdock, Lydia Carrascosa, Erin Porter, Kristin Harper, Jeana Goodson, and Heather Haliburton (Heather will convene 1st meeting).

B. Participation / Involvement

- Point system (certification).
- Awards program – providing incentives for advisors who attend and/or participate in a certain number of UAC programs and / or committees.
 - ❖ Awards Committee – President - Elect
- Revisit the new advisor award / socials. The new advisor award reinforces the good job advisors are doing and the socials provide an opportunity for new advisors to meet with each other and how they envision themselves in UAC in the future.
- UAC Bull membership – need to make sure that new advisors have subscribed to the UAC Bull so they will receive important advising information.
 - ❖ Secretary

C. Marketing / Communication

- Redesign logo.
 - ❖ Logo review committee: Jeana Goodson, Patrick Williams, Linda Windle, and Marilyn Yeager (Jeana Goodson will convene 1st meeting).
- Matching UAC shirts
 - ❖ Logo review committee
- 20th Anniversary celebration

❖ **Past President's committee**

- UAC resource table at RA training and New Student Conferences
- ❖ **Kristie Orr**
- ATMentors – send information to parent listserv's through Student Life
- Screen savers at SCC and Library
- Fliers for dorms – RA
- Rec Center kiosk
- Sporting Venues
- College level links via the web-site to advisors in UAC
- Howdy Portal – hook up and TAMU web
- Link on TAMU web-site under “current students” for UAC advisors
- Department web-site – review access to departmental advisors
- Incentives to see an advisor – ex. ipod, etc.
- UAC web-site – corrections/consolidation (2 websites?)
- Move – In Day – advisors could help incoming freshmen with moving into the dorms and asking if they know who their advisor is. Promote UAC during move-in day.

❖ **VP – Communication**

IX. 2008-2009 UAC Executive Board Meeting Dates, Time, and Location have been established.

The board will meet the 1st Wednesday of every month (with the exception of October which will be the 2nd Wednesday of the month due to NACADA) from 10:30-11:30 AM in 413 HPCT.

Fall: 9/3, 10/8, 11/5, 12/3. **Spring:** 1/7, 2/4, 3/4, 4/1, 5/6.

X. Aggie Connecting Writing Opportunity – Rebecca Hapes asked for feedback regarding the article that goes out to new students.

XI. Dr. Skip Landis (AOC Dean for College of Veterinary Medicine and Biomedical Science) has requested for the UAC Board to provide a calendar to the AOC deans with the dates of all meetings as well as Advisor Briefing Days and Symposium. He would like for all UAC meeting times to occur during non-academic advising times so that advisors are not out of the office during advising hours. There was discussion by the board whether we should move the November and April meetings to a noon meeting during pre-registration. Rebecca Hapes thought that if we changed the times for select meetings then we will lose the consistency of the board. There needs to be a consistent date and time for meetings every month.

XII. Other / Misc.

- A. Garry Gibson – Athletics has a lot of new advisors on their staff and he would like to have a get together with them and advisors across campus at Bright Athletic Complex. The board suggested having a lunch sometime after Advisor Briefing Days so that it can be advertised /announced at ABD. Garry will send out a list of the athletic advisors to the board.
- B. Kristin Harper – first year seminars will be small classes for incoming freshmen. There are a lot of great topics being offered so encourage your students to enroll.
- C. Lisa Tauferner– Advisory working group to see how Study Abroad can promote their program and interact with advisors. They are running the committee through Study Abroad and soliciting members. Sam Murdock suggested getting Patrick Williams involved since he is VP-Programs to do things at monthly meetings or even Advisor Briefing Days.

Meeting Adjourned