

Executive Board Minutes
413 Minnie Heep Bldg (HPCT)
August 4, 2008
10:30 – 11:30 AM

Present: Rebecca Hapes (President), Sam Murdock (President Elect), Linda Windle (Immediate Past President), Patrick Williams (VP Programs), Jon Kotinek (VP Communications), 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), Roxanna Russell (College of Geosciences), Terri Burger (College of Liberal Arts), Tammy Tiner (College of Science), Lydia Carrascosa (College of Veterinary Medicine & Biomedical Science), Joel McGee (Academic Affairs), Marilyn Yeager (Academic Affairs), Kristie Orr (Student Affairs), Sarah Ou-Young (Student Affairs), Jennifer Lightfoot (Student Business Services), Erin Porter (Scholarships & Financial Aid), Lisa Tauferner (International Programs), Kristin Harper (Undergraduate Programs & Academic Services).

Not Present: Amanda Samford (College of Architecture), Garry Gibson (Athletics), and Cathy Littleton (Admissions & Office of the Registrar).

2008-2009 Priority Areas:

Professional Development Marketing/Communication Participation/Involvement

- I. President's Opening Remarks – Rebecca Hapes
 - A. The Retreat went well. As a group, we will be focusing on three priority areas for the 2008-2009 year: Professional Development, Marketing/Communication, and Participation/Involvement. Welcomed Jon Kotinek as the new VP-Communication.
- II. Minutes Approval – Donna Witt
 - A. Sam Murdock moved to approve July 14, 2008 minutes, seconded by Heather Haliburton.
- III. Treasurer Report – Heather Haliburton
 - A. Heather will be finalizing the budget this week and will bring it to the Finance Committee. She will then announce the budget for the 2008-2009 year to the Board.
- IV. Officer and Committee Reports
 - A. President – Rebecca Hapes
 1. AOC Meeting Report (July mtg cxl'ed) – No report
 2. Banner/EIS Group –
 - A. Graduate Advisor Admissions forms access occurring, training to occur August/September – graduate advisors will need FERPA training. Everyone dealing with graduate admissions will be going through general navigation training for COMPASS. Training will occur in the next two months.
 - B. College Representative identified and training plan laid out – training will be taking place in the next year to year and a half.
 - B. President Elect – Sam Murdock
 1. New Advisor Notebooks are currently being updated for the 2008-2009 year and should be ready in September.
 - C. VP Programs – Patrick Williams
 1. Advisor Briefing Days – Sept. 23 & 24. Amanda Mather is serving as the Chair and Sharon Duray is serving as the Mentor for the committee.
 - D. VP Communications – Welcome Jon Kotinek!
 1. Jon accepted the VP Communications office and he told the Board that he is working with past officers to get all of the information he needs to serve in this capacity.
 - E. Secretary – Donna Witt
 1. Nothing to report.
 - F. Immediate Past President – Linda Windle
 1. Nothing to report.
- V. Old Business
 - A. By-Laws/Policies & Procedures Revision Committee Update

1. Linda is working on the updates to the By-Laws/Policies & Procedures. She will get the updated versions sent out to the Board soon for review.

VI. New Business

- A. No new business to report.

VII. Announcements

A. Upcoming Programs Dates/Calendar Items

1. **Advisor Social Hour** – Thursday, August 28, 2008, 5:00 – 6:30 PM, F&H
2. **Thursday, August 7th at noon** – Grades due for graduating students to Registrar for Summer Session II & Summer 10-week
3. **Friday, August 8th** – Graduation
4. **Monday, August 11th at noon** – Grades due for all students to Registrar
5. **Tuesday, August 12th at 1:00 PM – NACADA Webinar**, Save Time and Energy: Utilize Existing Resources for Advisor Training and Development – Rudder 302
6. **Sunday, August 24th** – Freshman Convocation
7. **August 25th** – First day of fall classes
8. **Advisor Briefing Days** – September 23rd & 24th
9. **2008 NACADA Annual Conference** – Chicago, Illinois, October 1-4, 2008.
 - A. If you're interested in volunteering, contact Pamela Rodriguez at plewisrodriguez@mccneb.edu

B. College/Department Announcements

1. **College of Agriculture & Life Sciences** – New advisor in Department of Wildlife & Fisheries Sciences, Felix Arnold (Academic Advisor II). He will advise graduate students and began on Friday, August 1st. He previously worked at UTSA and is familiar with Banner.
2. **College of Education & Human Development** – New advisor in Department of Health & Kinesiology, Laura Ramirez-Mann (Academic Advisor I). She will advise undergraduate health students and will begin August 6th. They still have one more position open in that department.
3. **International Student Services** – New International Student Welcome Party – August 14th; 6:30 – 9:30 PM; Zone Club at Kyle Field, Will have music, games, prizes, and it is a wonderful opportunity for advisors to mingle with the new students. Families are welcome!
4. **Liberal Arts** – New advisor in Performance Studies (Music & Theatre), Elaine Sarmiento, begins Monday, August 4th. Liberal Arts will select up to seven students for the fall semester who will work closely with a mentor on a student reporter project. This is a way for students to develop reporting skills and gain experience. Interested students should visit the web-site <http://cla.tamu.edu/studentreporterproject> for more details.
5. **Mays Business** – Sonia Garcia is leaving to go to Geosciences. They will post her position as Program Coordinator/Recruiter soon. Risa Holland has joined Mays Business as an Academic Advisor I, Business Honors.
6. **Geosciences** – New advisor Christine Arnold will advise METR undergraduate students and ATMO graduate students. Gail Rowe is the new advisor for GEOG/SPSG undergraduate/graduate students.
7. **Scholarships & Financial Aid** – Apply Texas opened August 1. Students can go to scholarships.tamu.edu to see the Top 10 Tips for Successful Scholarship Applications.
8. **Student Business Services** – Fee statements were sent to students Friday, August 1st and are due by August 20th. Financial Aid will be disbursed on August 15th. Soft drops will be on August 22nd and hard drops will occur on the 20th class day.

C. Discussion Item

There was a lot of discussion by the Exec Board concerning students who are registered for classes and decide not to attend Texas A&M, but they do not notify anyone or drop their courses. Advisors are dealing with a lot of no-shows at the New Student Conferences and students are not cancelling their admission to the university. This creates a problem because if they are registered for courses they are taking up a seat

in courses that current students may need. By the time they are hard-dropped from the classes it is too late for other students to add. An Ad-hoc committee was formed consisting of Patrick Williams, Erin Porter, Jennifer Lightfoot, and Terri Burger. Terri will convene the meeting. This committee will meet with Scott McDonald and try to see if there is a better process to deal with this issue.

D. Misc Announcement

1. **New/Young Professionals Connections** (Forwarded from Kristin Harper) – this is great retention for staff members.

Howdy!

A small group of folks from SCRS/ADEP and Student Life Studies have heard from multiple people that it can be hard as a new/young professional to make connections on this campus..... so we decided to do something about it. We are in the beginning stages of planning a social for early September for New/Young professionals at Texas A&M University.

That being said, we need your help connecting to those folks on campus that fit within that category. We are trying to branch out to all of campus, so if you know of someone who should be on our invite list or know someone who knows someone who should be on that invite list, please let us know.

Please send us the name and email address of any New/Young professional that you feel should be included to Kristen Harrell at kristenh@studentlife.tamu.edu

Thanks!

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Thought topic/discussion item:

Incoming freshman that are "really" U3 status because of their dual credit/AP credit and other transfer credit that are ambitious, but perhaps not prepared. What advising issues does this phenomenon generate?

There were a lot of thoughts regarding the topic of incoming freshmen entering the university with a lot of hours. Some issues discussed were:

1. Excess credit hour rule – this includes all hours (AP and dual credit included). Could have an effect on students if the student took courses that will not apply to their course degree plans.
2. Be on time loan
3. Academic scholarships for students who are in need and are excellent scholars, but do not qualify because of their number of college hours attained.
4. Freshmen coming in with so many hours face challenges if they decide to change their major after the first year because some majors have a maximum credit hour limit and if students have exceeded the maximum hours they will be denied. They have to go through an appeals process to be accepted into those majors.
5. In-availability of classes is a concern. Some courses are restricted to U1 and U2 classification, such as English and Visual & Performing Arts courses.

6. Freshmen who are put into upper level courses may end up on probation and possibly dismissed.
7. First Year grade exclusions could be used for upper level courses when it is meant to be used for lower level courses.
8. Students are reporting that their high school counselor told them that their courses would count in their degree plan.

Kristin Harper said that if UAC would like to write a statement concerning this issue it will help Dr. Gunn's office to bring this issue before the Legislators. If anyone has any comments regarding advising issues with freshmen who enter college with a U3 status please email those to Rebecca Hapes.

Meeting was adjourned at 11:28 a.m.