

**Executive Board Minutes**  
**413 Minnie Heep Bldg (HPCT)**  
**July 14, 2008**  
**10:30 – 11:30 AM**

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

**Not Present:** Kerri Mikulik (VP Communications), Joel McGee (Academic Affairs)

- I. President's Opening Remarks – Rebecca Hapes
  - A. The UAC Board Retreat will be Wednesday, July 23 at the Center for Distance Learning.
- II. Minutes Approval – Donna Witt
  - A. June 2008 UAC Board Meeting Minutes were approved by Jeana Goodson.
- III. Treasurer Report – Heather Haliburton
  - A. She will be meeting with Frances soon so the budget will not be ready before the Board Retreat. The budget will be emailed out to the Board before September.
- IV. Officer and Committee Reports
  - A. President – Rebecca Hapes
    1. AOC Meeting Report (June 11<sup>th</sup> meeting) – Rebecca was introduced as the new UAC representative.
      - A. 31 1<sup>st</sup> year seminars were approved and there are 32 sections being offered (one course is offered twice); Kristin Harper said that we still need more students involved in 1<sup>st</sup> year seminar. All sections will be opening to 20.
      - B. Discussion re: increasing student participant numbers for study abroad; one-week study abroad pilot program was released, information should be coming from your AOC Dean re: this program. This opportunity should be a week-long program (such as during spring break or Thanksgiving) intended to provide first-year students with a study abroad experience. They are looking for faculty to submit proposals. Faculty is encouraged to be creative in their academic approach. Proposals should be submitted to college UG dean by August 1<sup>st</sup>. Study Abroad is providing support. This experience will not count toward International and Cultural Diversity course credit. Contact Kristin Harper with questions.
      - C. NSC – has Spanish speaking translators at NSC's
      - D. July Mtg – CXL'ed
    2. Banner/EIS Group (June 20<sup>th</sup> mtg) –
      - A. Advisors dealing with graduate applications should have been contacted by their OAR rep regarding Banner basic navigation and admissions forms training as that aspect of Banner will go live Sept. 1<sup>st</sup>
      - B. Anticipated that advisors will be trained on other portions of the Banner system in a "just in time" manner – General navigation of the system initially and then a month to 6 weeks prior to the "go live" date, specific training on that system/area [Training still a work-in-progress and subject to change]
  - B. President Elect – Sam Murdock
    1. Nothing to report.
  - C. VP Programs – Patrick Williams

1. Patrick had a transitional meeting with Rebecca and Sam.
  2. Patrick is looking for a Committee Chairperson for Advisor Briefing Days. The last year's chair will not be able to do it again this year, but is willing to help with the committee. There is also a need for committee members. If anyone is interested please let Patrick know.
  3. Advisor Social Hour is July 31 at the Fox and Hound.
- D. VP Communications – Kerri Mikulik – (Update via email)
1. Kerri met with Andy and she is working to gain access to the programs so that updates can be made to the site. They also discussed how officer elections were done last year. With Survey Monkey you can vote more than once if you use a separate computer each time so we need to brainstorm new ways to conduct officer elections or find a new system to do officer elections.
- E. Secretary – Donna Witt
1. Donna is working with Kerri to have the New Member Information form updated on the UAC website.
- F. Immediate Past President – Linda Windle
1. Linda has finished updating the by-laws and the board can look at those at the retreat.

V. Announcements

**A. Upcoming Programs Dates/Calendar Items**

1. ***UAC Executive Board Retreat*** – Wednesday, July 23<sup>rd</sup>, CDL (Center for Distance Learning); More details coming shortly
2. ***Advisor Social Hour*** – Thursday, July 31, 2008, 5:00 – 6:30 PM, F&H
3. ***August 7<sup>th</sup> at noon*** – Grades due for graduating students to Registrar for Summer Session II & Summer 10-week
4. ***August 8<sup>th</sup>*** – Graduation
5. ***August 11<sup>th</sup> at noon*** – Grades due for all students to Registrar
6. ***Sunday, August 24<sup>th</sup>*** – Freshman Convocation – Kristin Harper notified us that lunch will be held in Sbisa this year instead of Duncan. The AOC Deans have decided that there will be no college signs to designate where to sit.
7. ***August 25<sup>th</sup>*** – First day of fall classes
8. ***2008 NACADA Annual Conference*** – Chicago, Illinois, October 1-4, 2008.

**B. College Announcements**

**1. Mays Business School**

- A. Mays Business School & the Career Center announce the hiring of Callie Schleider to serve as the business center coordinator.

**2. College of Geosciences**

- A. Effective August 1<sup>st</sup> Dr. Sarah Bednarz will replace Dr. Tchakerian as the Associate Dean for Academic Affairs. Dr. Tchakerian will be on sabbatical for the next year working on research and then will return to the Geography Dept. to teach and continue his research. A replacement has not yet been found in the Geography department but the interview process has begun.
- B. METR has an opening for an Academic Advisor II as Christie Dunn is leaving to the Dean's Office in the College of Liberal Arts.

**3. College of Education & Human Resources**

- A. Department of Health and Kinesiology has two positions open – Academic Advisor I (NOV: 081357) and Academic Advisor II (NOV: 081358) to replace Breana Grimes and Emily Gunnels who are both leaving the department.

**4. Student Affairs**

- A. They have an interim Vice President and they will get someone new in the next couple of weeks. More changes will occur.

- B. Corps of Cadets is no longer part of Student Affairs, but the UAC Rep for Student Affairs will still send information from UAC to them.
  - C. Residence Life is moving to Cain Hall.
  - D. Greek Life has moved to 023 in the MSC basement.
  - E. Women's Center has moved to MSC Room 147.
- 5. Liberal Arts**
- A. They are cutting down on paper so they are giving their students a web-site at their New Student Conference to obtain their information. The web-site is [fyi.tamu.edu](http://fyi.tamu.edu).
  - B. New Advisor in Performance Studies
- 6. Office of the Registrar**
- A. Cathy Littleton would like for the Office of the Registrar to have a workshop at the beginning of every semester to let advisors know what they do and what advisors need to be doing. This will also include Andy Armstrong in registration and Karen Price in Degree Audit. They will also cover FERPA. It would be at the GSC. No date has been set yet, this is just a plan in the works. They will announce it on UAC Bull Listserv, Aggie Hotline, etc.
- 7. Athletics**
- A. Athletic Dept. has a new staff. Garry will provide the Board with a list of the new staff members. Ingrid Woods is the new director since Steve McDonnell's retirement. Rodney Lackey has accepted a position at Texas Tech as Assistant Director.
- 8. Financial Aid**
- A. Erin Porter said that the Texas Common Application is also a scholarship application. Apply Texas opens August 1, 2008 and December 1, 2008 is the scholarship deadline for freshman applicants. They can still apply for admission after December 1, but they will not be considered for a scholarship. The scholarships will be a lot more competitive now since most all students will be applying for them. FAFSA deadline is March 1, 2009. They have not set a deadline for Regents Scholars yet. This will be the first year to have a wait list for Regents Scholars.

***Thought topic/discussion item:***

***What information do we as advisors need to be able to disseminate information to students about study abroad opportunities?***

Let Rebecca know any ideas or suggestions regarding Study Abroad. It was brought up at the AOC Dean's meeting. There is a big push by the Study Abroad office to get our students to participate.

Meeting was adjourned by Linda Windle and seconded by Heather Haliburton