

# UAC Executive Board Meeting

October 12, 2016

10:00-11:30AM

Rudder 301



Meeting called to order at 10:11

I. **Minutes Approval** - Motion to approve by Brittany Hensley, Second by Tara Dean, no objections

II. **Officer and Committee Reports**

▪ President – Ann Pool

i. Items being discussed at AOC level

1. Substitution requests solely for purposes of financial aid will now be denied. Cannot request coursework be moved to Work Not Applied solely for the purposes of Financial Aid for the student. If there is relevant coursework that is needed it should be designated as a directed elective.
2. Pre-registration issues - Students registering for courses they've already taken to hold spots for a friend who registers later. This causes class size management issues (ex: CHEM 237). Registrar will run reports to see how big the issue is and if it is significant you can look at making major adjustments to the Registration system; they are also using the Repeat Course roster to manage/solve this situation. If a student has already achieved an A or a B in a course FAID will not pay for the course to be repeated
3. Non-funded late adds - What processes do colleges have in place to manage this? Most colleges manage it themselves and want to retain the right to add students in after the deadline. To help manage this, it has been proposed that the late add fee be increased from \$200. Dr. Kennimer is looking into this. Roxanna Russell: asked if they always send out an email prior to hard dropping students since the report is now available, she has not been getting notification. Laura Heard: Registrar's office not receiving notice Roxanna: Notice was helpful, but if no notice will be sent out we just need to know so she can monitor the eprint report.
4. Certificates - As of today Mike Stevenson and Joe Pettibon are working on an email that will be distributed to the Colleges; everything will be transcribed, not doing away with anything; if you choose to cancel your certificate programs please send something through the CARS system to cancel the certificate; have a teach out plan; certificates will be kept track in degree evaluations; SACS said certificate is a credential and should be assessed and tracked; this will offer tracking (how many students are pursuing at any given time); will be awarded like a degree and will show up on transcript; this is currently manually typed in and causes errors; it will likely be 1 year before certificates can be seen on degree evaluations; colleges and depts can decide their teach out plan, they will not be prescribed a date. This assessment and tracking is for the University – the process to get the certificate approved for financial aid is a completely separate process/requirements found on the Registrar's website under curricular services
5. New Degree Audit Exception Form

- President Elect – Vince Hernandez - NSC Committee looking to increase efficiencies next year; don't go over meeting times in presentations particularly around the lunch hour; let people know about stairs in Rudder for day 2 academic meetings; overall great reviews from Summer 2016 reviews. Upcoming conferences: TEXAAN: Feb 15-17 in Fort Worth. NACADA Region 7: February 26-28 in Tulsa, OK
- VP Programs – Jennifer Rhinesmith-Carranza
  - i. Texas A&M Athletics has graciously agreed to host the UAC Networking Social on November 3, 2016, 4-6pm at the Lettermen's Club, RSVP required

- VP Communications – Laura Olivarez - Considering calling the Communications Committee to look at updating website
- Secretary – Allison Maderia
  - i. Troops to College – Geology & Geophysics advisor Suzanne Rosser was awarded the Staff of the Month award for her work with student veterans. Congratulations Suzanne and thank you for your dedication!
  - ii. Secretary –received 36 New Member Updates since this summer and have received many requests for edits to our list. Our membership list should be updated this or next week.
  - iii. Membership Committee – Thank you to all who have joined the committee! We met last week and are discussing the following:
    - 1. Polo Shirt Orders – The online site is now closed. If you didn't get a chance to submit an order please let me know and I can contact M&M to ask for an extension. There were 33 online orders and 11 tax-exempt orders from departments. M&M will let us know when we can pick the shirts up. The Membership Committee will pick them up and contact those who ordered to arrange for shirt pick-up or campus mail.
    - 2. Networking Brown Bag – Scheduled for Friday, January 27th in LAAH again. The Membership Committee is working on the details and will send out an RSVP in December.
    - 3. UAC Mentor-Mentee Program – A proposal is in the works for this and will be presented to the UAC Executive Board later this term.
- Treasurer – Brittany Hensley - Brought updated budget. Kristin Harper gave UAC another \$1000 to Awards Breakfast; moved extra funds to Symposium. Symposium budget has been adjusted according to last year's Symposium budget and goals for this year's Symposium. Vote to approve new budget. Motion to approve from Tara Dean. Seconded by Brittany Hensley. None opposed
- Historian – Christina Escamilla – no updates
- Parliamentarian – Tara Dean
  - i. Will be stepping down as Parliamentarian
  - ii. Going to grad school in Colorado – thank you for your service and best of luck at grad school
- Immediate Past President – Bonnie Bustos-Rios – no updates
- Advisor Training and Development Committee – Ann Pool
  - i. New Advisor Orientations: (Equine Center, 8:15am-5:00pm)
    - 1. October 26th – Equine Center, Andras A Classroom - Ann will forward the names/emails to the College Reps to make sure they can cover the handbook prior to the orientation. This will be the last one for this semester; Ann emphasized it is an orientation and not a training session (no COMPASS training, no role playing, no case studies, etc.)
    - 2. January 11th– Equine Center, Andras A Classroom
    - 3. March 22nd– Equine Center, Andras A Classroom
  - ii. Advisor Brown Bag Lunches (*arrive at 11:45; speaker begin at 12:00 and end at 1:00*)
    - 1. November 16<sup>th</sup> – **Aggie Honor Code** – Timothy Powers, MSC 2404  
Please have those interested in attending these brown bags to RSVP to [annpool@tamu.edu](mailto:annpool@tamu.edu)
  - iii. Master Advisor Certificate – Kristin Harper
    - 1. Master Advisor Certificate Informational Meeting - Monday, October 17, 10:00 a.m. in Rudder 404  
The Office of the Associate Provost for Undergraduate Studies is launching an advanced professional development program for seasoned academic advisors. The Master Advisor program is designed to encourage and recognize professional development for senior-level advisors through a program that influences the advising community through contributions to research and practices. It is intended for Academic Advisors who have been in the profession for 5 or more years and are interested in professional

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involvement. For more information, attend the informational meeting or contact Kristin Harper (kharper@tamu.edu) to schedule an individual or small group meeting.

## III. Old Business

- Incentive for Involvement
- Trina Gregory Advising Award for Service to the Profession - Executive officers working on funding for the Trina Gregory Advising Award for Service to the Profession. Executive Officers will be meeting again later in the semester to continue pursuing this by submitting a proposal to Provost Office for the funds.

## IV. New Business

- Russ Graves - Student Success Collaborative – they are expecting “super users” to be identified in each department who will be experiences users on the system and will then be responsible for training others to use it. He asked if board had heard anything from our AOC deans about identifying super users. Nobody had except for Laura Heard in the Registrar. Russ also announced that we are the largest institution that SSC has been built for, so not all functionality is known at this time.

## V. Announcements

- Student Counseling Service – Christina Ingram
  - i. See SCS email containing facts sent on Sept 27<sup>th</sup> around 6pm
- Transition Academic Programs
  - i. The application to change majors into GEST is scheduled to go online October 18<sup>th</sup>. Please encourage your students to meet with a TAP advisor before they apply so we can discuss their plan. Reminder: We cannot accept students who have senior hours (95 total hours) or those who would reach senior hours during their semester in GEST, but we are happy to meet with them about their options.
- NACADA Webinars for Fall 2016: (1:00-2:30)
  - i. November 1, 2016 - **Advising Student Athletes**, MSC 2500
  - ii. December 14, 2016 - **Helping Students Clarify Their Dreams: Advising the Foreclosed Student**, Rudder 404
- Study Abroad Office
  - i. In honor of our veteran community, the Study Abroad Program Office will be offering 150 FREE passports to verified student veterans and dependents of veterans. The event will take place on November 9th from 10:00 to 4:00 PM. *Please see Tracey Rueschhoff for copies of flyer.*
- Next Executive Board November 2<sup>nd</sup>
- Degree Planner – John Louis Bolch
  - i. Degree Planner holds went on October 1. A little under 50% of population is still not done. For degree clear verification the preferred method is to have student send a copy of transcript to admissions showing in progress courses; they will accept alternative verification from student if the school doesn't offer tx with in progress courses but they are specific requirements for that alternative method that can be found on the registrar's website.
- Academic Success Center – Morgan Jones.
  - i. Evans is busiest location, there are several other locations. Plenty of academic coaching spots currently open (this might change after midterms)
- Laura Heard
- Asked board how many would have an issue if the graduation clearance deadline was earlier (2 weeks after graduation instead of the current 1 month after graduation). Study Abroad said there might be

issues for foreign transcripts. Laura asked anyone send her an email with questions or concerns regarding the potential of moving up the clearance deadline

**VI. Adjourn** - B Hensley motioned to adjourn. Second by Tara Dean. Meeting adjourned at 11:05.