

UAC Executive Board Meeting

September 7, 2016

10:00-11:30AM

Rudder 301



Attending: Ann Pool (President), Allison Maderia (Secretary), Tara Dean (Parliamentarian), Brittany Hensley (Treasurer), Analicia Leiva (ARCH), Kristina Beevers (COALS), Kristin Harper (Undergraduate Studies), Bridgette Ingram (Scholarships & Financial Aid), David Tofel (Admissions), Meredith Simpson (Office of the Commandant), Morgan Jones (ASC), Paul Stoltzfus (Athletics), JL Bolch (Registrar), Clint Crampton (Science), Shedrick Johnson (Liberal Arts), Tracey Rueschhoff (Study Abroad Programs), Christina Escamilla (Historian), Chris Cantrell (Engineering), Laura Olivarez (VP Comm), Russ Graves (TAP), Jeana Goodson (ISEN), Brynn Ruiz (CEHD), Yesenia Zavale (ISEN)

The meeting was called to order at 10:01 a.m. by Ann Pool.

- I. **Minutes Approval** - Motion to approve April minutes moved by Brittany Hensley seconded by Tara Dean. There were no objections from the Board.

- II. **Officer and Committee Reports**
 - President – Ann Pool
 - i. Proposed Academic Calendar of events (below)
 - President Elect – Vince Hernandez – not present, no updates
 - VP Programs – Jennifer Rhinesmith-Carranza – not present, Ann provided updates:
 - i. **Advisor Briefing Day** – 10:00 – 3:00pm September 12th -- Annenberg Presidential Conference Center - Current attendance at 195 and registration now closed. Ann reported that there will be UAC committee sign-up sheets available at ABD and to encourage new advisors to sign up, it was discussed at the recent New Advisor Orientations so they will be familiar.
 - ii. **Advisor Appreciation Social** to immediately follow ABD, thanks to Provost Office/Undergraduate Studies.
 - iii. **UAC Networking Socials** will be 1st and 3rd Thursdays of every month. The next one is scheduled for 9/15 and there will be reps from the Office of the Registrar there to mingle. Ann reported that there is no agenda for the socials and to please encourage advisors in your unit to attend. Will be at University Club in Rudder if not, UAC will send out location change information via email.
 - VP Communications – Laura Olivarez – Asked if the Board liked the “jump to” links in the UAC-Bull and all agreed. Also reported that she is trying to keep the UAC website up-to-date, if you notice links not working or incorrect information please email her.
 - Secretary – Allison Maderia
 - i. UAC Polo Shirt Orders – Presented the two options for polo shirts from M&M (formerly Monograms & More) and CC Creations. M&M shirt is quoted at \$20.98 and CC Creations is \$22.60 as they charge a new art fee. CC Creations has online order service, not sure about M&M. Asked if there were any preferences. Feedback: A few members reported that the polo ordered from CC Creations last time was ill-fitting. Minimum of 15-16 at that meeting wanted polo shirts. The Board did not have a preference and Kristin Harper moved to have Allison decide once she finds out if M&M can offer online ordering. Tara Dean seconded.
 - a. Treasurer – Brittany Hensley – Explained this year’s budget and that there is a one thousand dollar deficit. Reasons for this include spending more at the Award Breakfast last year and at Executive Board Retreat because we had to pay to rent room this time. We did make more money from Symposium then

before and because of this, we should even out nicely. However, we won't have a lot of money in the bank until Symposium.

Brittany also asked for feedback on ideas for more involvement in events, which is a goal reported by Executive Board. The Budget Committee asked if there could be incentive to be more involved, possibly enter members in a raffle for each time they attended a UAC event. Something big will entice people to attend events and Symposium. Brittany said that we could use the funds allotted to giveaways/speaker gifts for Symposium since last year's Symposium committee was able to purchase extra power banks. These power banks would be used as speaker gifts for 2017's Symposium, so there would be money to purchase something like an iPad or Surface to raffle at Symposium. To be eligible for the raffle, one must either register early for Symposium 2017, attend a certain amount of UAC events, or both. Asked for feedback. Allison Maderia said that we will need to set up parameters of which events, what kind of events. Kristin Harper said they are installing a swipe system on her UAS laptop to record advisor trainings in TrainTraq, she would be willing to provide UAC use of this to track attendance at events. Brittany proposed setting that up on ERS. Ann asked Involvement Sub-Committee to come up with a proposal and to give full breakdown of what the committee recommends regarding events and parameters. Discussion to be tabled until then.

Ann Pool also mentioned that visited with Dr. Kenimer and Kristin Harper about offering a new award for advisors, and award for service in honor of Trina Gregory for maybe \$500 and a plaque. Ann asked for Brittany's committee to look into the budget to see if there is a way to come up with those funds, it would have to come out of Awards Breakfast fund. David Tofel asked if it will be a stipend, and if so, it will be affected by taxes. They would need to make sure to set aside enough for taxes as well so that way the advisor gets the full amount of the award. Ann said that she, Brittany and Kristin will need to sit down to see if there is room in yearly budget. Discussion tabled for after they meet. Ann asked for motion to approve budget Laura Olivarez moved and Tara Dean seconded.

- b. Historian – Christina Escamilla, nothing to report
 - Parliamentarian – Tara Dean, nothing to report, introduced herself
 - Immediate Past President – Bonnie Bustos-Rios, no major updates
 - Advisor Training and Development Committee – Ann Pool
 - i. New Advisor Orientations - Have the rest scheduled for the term, see schedule below. 30 attendees at the first one, everything went smoothly. If there are any new advisors since August 17, please encourage to come. Make sure they have some form of campus parking so they do not get ticketed (University Business or regular hang tag will work).
 1. August 17th – Equine Center, Andras B Classroom – 30 Attendees
 2. October 26th – Equine Center, Andras A Classroom
 3. January 11th– Equine Center, Andras A Classroom
 4. 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*) - Fall brown bags are listed on agenda, see below. For August 25, there were 15 RSVPs and only 6 attended. Ann encouraged more attendance. Explained that these are offices who asked to be in New Advisor Orientations and/or ABD but there is no time to include them. This is their chance to communicate info to us. Email Ann to RSVP. Tracey Rueschhoff asked about the difference between Brown Bags and ABD. ABD is for updates/changes only. Brown Bags and New Advisor Orientation are for introductions.
 1. August 25th – **Veteran Resource and Support Center (VRSC) and Veteran Services Office (VSO)** – Col. Jerry Smith & Leah Morales (15 RSVP only 6 attended)
 2. September 28th – **LAUNCH** – Dr. Jon Kotinek, MSC 2404
 3. October 11th – **TAPS** – Dr. Karl Mooney, Rudder 502
 4. November 16th – **Aggie Honor Code** – Timothy Powers, MSC 2404

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5. December 7th – TBD, Rudder 502

Please have those interested in attending these brown bags to RSVP to annpool@tamu.edu

- Master Advisor Certificate – Kristin Harper – Kristin first reported that Undergraduate Studies will be hosting NACADA webinars, and will send out announcements as they occur. The first round of Professional Development grants were awarded. Watch for emails from Kristin about the second round. Kristin informed that if you are not an academic advisor, the program attended needs to be about academic advising as the funds are set for that sole purpose. Master Advisor certificate has been developed, vetted, and approved. They are in the process of setting it up in TrainTraq to track advisor progress. She will hold information sessions. The master advisor board consists of Kristin, Linda Windle, Karl Mooney and Chris Cherry. They want to grandfather those advisors in who have already met criteria and will be guiding them through portfolio process. Bonnie Bustos-Rios asked if UAC member can be on Board. Kristin said AOC did not approve to do that, so not at this time. Ann said once someone has achieved master advisor then that person may be able to be on the board. Advisors will be able to start in fall after information sessions start.
- Troops to College Committee – Allison Maderia – Discussed presentation at Vet Camp, Red White and Maroon Career Fair on Sept 23 will send out handouts from last Troops to College meeting. Bridget Ingram, co-chair of Troops to College provided reminder on how to determine veteran students using benefits in Howdy.

III. Old Business

- 2016-2017 Budget Approval – Brittany Hensley (previously approved)

IV. New Business

- Changes to Bylaws –
 - i. Article 1 - Ann Pool – Recommendations to change up responsibilities between President and President-Elect and Immediate Past President in order to break up heavy amount of duties on President-Elect. Ann asked for discussion on Article 1. Motion to send to members for vote made by Brittany Hensley, seconded by Tara Dean.
 1. 1:1 President – It is the duty of the President to:
 - add “serve as chair and appoint members of the UAC Awards Committee”
 2. 1:2 President Elect – It is the duty of the President Elect to:
 - remove “serve as chair and appoint members of the UAC Awards Committee”
 3. 1:7 Immediate Past President:
 - add “serve as UAC Rep on the President’s Awards Committee”
 - ii. Article 6 – Bonnie Bustos-Rios discussed Technology Committee proposal and provided handout with the following. She recommended that since the Past President sits on EIS Steering Committee, Past President should serve on that committee. Motion to send to members for vote made by Tara Dean, seconded by Christina Escamilla.
 1. Add “1.12 UAC Advising Technology Committee”
 - The purpose of the UAC Advising Technology Ad Hoc Committee will be to provide critical feedback and insight to departments and offices across campus regarding the use of technology in the academic advising process (examples include: feedback to EIS regarding Howdy/COMPASS, feedback to the Office of the Registrar regarding University Adjustment System/Undergraduate Degree Planner, feedback to the Provost IT Office regarding use of SWAN/ERS).
 - Additionally, this committee shall serve as a sounding board and best practices discussion group regarding all technologies various academic units and other UAC representative groups are using to improve their academic advising workflow.

- GradesFirst/Student Success Collaborative – Paul Stoltzfus

Russ Graves introduced Student Success Collaborative (SSC), which is mainly an advising tool and will be rolled out to A&M this year. Software does analytics and A&M has provided ten years of Compass data to look for success indicators. The A&M Athletic Department has been using one portion of it, Grades First, and Paul Stoltzfus in Athletics will give testimonial about the good things this product can do. Russ asked the Board to mention to our units that this tool will be discussed and introduced at ABD and to please encourage attendance. Jeana Goodson asked if we will be using this through Howdy. Russ said discussion is forthcoming, it has similarities to SWAN and EAB wants to see how to incorporate SWAN into it. Ann said there will be an allotted time to discuss this at ABD. Multiple members expressed that it will be important to log in at once, not four different systems to log into. David Tofel asked when this is starting and Russ said it has already been implemented and the launch is in March.

Paul Stoltzfus – Demo of Grades First, showed us how he can view his cohort of students, notes system, scheduling appointments, emails to faculty and student, and progress reports. Bonnie reported that she has received feedback from people at NACADA national and regional conferences who use this system, particularly with advisors people who work in student recovery and has heard nothing but positive feedback. Kristin said that this system will track student behavior so that we have data and analytics that shows what we probably already know about student success. Gives us data, not just experience, to give authority to what we know as a professional advisor.

V. Announcements

- NACADA Webinars for Fall 2016: (1:00-2:30)
 - September 15, 2016 - **Raising Compassion Satisfaction in Academic Advising: Practical Strategies for Dealing with Complaints**, MSC 2500
 - November 1, 2016 - **Advising Student Athletes**, MSC 2500
 - December 14, 2016 - **Helping Students Clarify Their Dreams: Advising the Foreclosed Student**, Rudder 404
- Study Abroad Office
 - The **Study Abroad information fair** will take place on September 28th 2016 in the Rudder Exhibit Hall from 10:00 to 2:00 and is opened to all students interested in study abroad opportunities for the 2016-17 school year.
 - 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.*
- NACADA – October 4th – 8th, Atlanta, GA – If anyone going please come by and see Ann Pool, would like to have idea of who is attending and get contact information
- Next Executive Board Meeting is October 12th – week later than normal due to NACADA
- John Louis Bolch– Registrar reminder of FERPA training.
- Bridget Ingram - Financial Aid has opened Money Education Center on the 1st floor PAV. They offer online and in person presentations on budgeting, etc. Visit: money.tamu.edu. Bridget reports that we can see exactly what the student sees now regarding courses that count for federal aid. We can also request access to Compass report through your PAA. Note: veterans and veteran's dependents are handled differently, GI bill may pay for courses that federal grants/loans may not. DOD and DOE will not agree all the time – refer students to VSO for help.
- David Tofel – Admissions - Undergraduate transfer admission deadline is Oct 15. Two deadlines for freshman Dec 1st and College of Engineering Early Action group by Oct 15 (decision for ENGR only). It is on website and forms.

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- Brittany Hensley – Transition Academic Programs – Application to be in GEST taken down on August 24th. Will open again after midterm grades post. Reminder that TAP cannot take students who will earn senior classification during the term they are in GEST.
- Morgan Jones – Academic Success Center - Fresh Start Orientations are ongoing, they can register on ERS. Round 1 of Commit to Success started this week and there are seats available in Rounds 2 and 3. Appointments are still available for coaching next week.
- Rachel – Student Business Services – Tuition paid in full deadline is this Friday. Tracey asked why is SBS not taking VISA, Rachel said visa wanted 10% but their office can do VISA debit.
- John Louis – Registrar has been approved for higher several positions. Going through major remodel as well, some services may be delayed during that time.

VI. **Adjourn** – Brittany Hensley motioned and Tara Dean seconded at 11:32