

UAC Executive Board Meeting

November 2, 2016

10:00-11:30AM

Rudder 302



Attending: Ann Pool (President), Vince Hernandez (President-Elect), Allison Maderia (Secretary), Bonnie Bustos-Rios (Past President), Brittany Hensley (Treasurer), Jennifer Rhinesmith Carranza (VP Programs), Analicia Leiva (Parliamentarian), Kristina Beevers (COALS), Nick Kilmer (Scholarships & Financial Aid), David Tofel (Admissions), Morgan Jones (ASC), Paul Stoltzfus (Athletics), John Robert (Registrar), Clint Crampton (Science), Shedrick Johnson (Liberal Arts), Tracey Rueschhoff (Study Abroad Programs), Christina Escamilla (Historian), Laura Olivarez (VP Comm), Russ Graves (TAP), Brynn Ruiz (CEHD), Erika Wise (Disability Services), Matt Willingham (Mays Business School), Rachelle McDonald (Student Business Services), Roxanna Russell (Geosciences), Vanetta Geiger (Biochemistry)

Meeting was called to order at 10:02 by Ann Pool

I. Minutes Approval – Brittany Hensley moved, Analicia Leiva second.

II. Officer and Committee Reports

- President – Ann Pool - AOC report, asked if we would like for her to send out the notes to UAC-Bull, yes.
- President Elect – Vince Hernandez - Three UAC award winners nominated for NACA Regional Award: Trina Gregory, Leslie Frenzel and Chris Cantrell
- 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
 - ii. UAC Symposium Registration Open and call for proposals sent out. Regular price will change in January
 - iii. Advisor Briefing Day Discussion – UAC Executive officers met and talked about the budget, in particular ABD. Are we getting out what we put into it for ABD? UAC is self-funded – Symposium is our only money generator. ABD costs \$3000 but are we generating \$3000 worth of professional development? Executive Officers have considered different ideas and wants to hear what the board thinks. The feedback that ABD committee is receiving from general membership is that information is not fresh or new enough. UAC has increased the number of programs meant to connect membership with campus services, do we need ABD? Officers discussed moving Symposium out of spring term due to conflict with NACADA Regional conferences, TEXAAN conference and other events. Ideas mentioned were to move brown bags out of lunch hour, provide handouts and record them. If we are missing the social connections at ABD, we could offer more social hours. If we decide to keep ABD, strongly suggest that lunch is “on your own”, which will help with the cost. Venue and food are the biggest items that we spend money on.
 - 1. Thoughts from members:
 - Roxanna Russell and Jennifer Rhinesmith-Carranza - Lunch on your own sounds good. If we have the event on campus there are places to eat.
 - Ann Pool – Regarding venue and food costs, they go down if we move off the event off campus but then get negative comments about the location not being on campus. However, on campus, the cost keeps going up every year for location. We are asking members to go to 8 events instead of the one day event. Is that an issue?

- Analicia – Members pay for the December social. ABD is free. Can we ask for a reasonable fee to attend ABD in order to generate for it money? Bonnie Bustos-Rios mentioned that ABD is a meeting, she feels like members should not have to pay for a meeting.
- Roxanna Russell – A positive of having a short event every other month is that we have the ability to discuss topics that are current and timely.
- Jennifer Rhinesmith-Carranza – asking people to leave office once a month, can be difficult. Do you feel like an office can just send one person to each event and that person bring back updates? Kristina Beevers – we can solve problem by having it recorded.
- Roxanna - Maybe we can have mini meeting right before socials. Allison – Roxanna’s idea would be helpful, it would set some consistency so advisors can shut down office/appointments for just one afternoon for each session. Vince said that an advisor can then choose which events/topics want to attend, ones that pertain more to themselves. Ann – The problem with monthly events is that people sign up but then do not attend. Committee needs to urge that if you RSVP, you must attend. Roxanna asked if we need to hold them every month, Jennifer said yes due to number of offices who want to provide information. Maybe we can we charge if they do not show up?
- David – If ABD was to be professional development, is there a way to make this a mini-Symposium, tie it to Marketplace charge \$25 +/- to cover meal and other expenses. Maybe make it a mix of briefing meeting plus professional development in the afternoon. Jennifer – that is something to think about. We have to think of what we want ABD to be – professional development or a meeting.
- Paul Stoltzfus – Maybe consider making ABD a day-long concurrent workshop model, where attendees have a choice between 3-4 topics to attend and staff can attend what pertains to them. In this way, we can cover all of the topics and not have the brown bag lunches. To save expenses, could make lunch on your own. Ann – The issue for this is cost of rooms on campus. Nick Kilmer – Could we consider half day instead of full day? Ann – Or maybe two half days.?
- Jennifer – Please go back to your departments and talk about this. She proposed that we vote during the December meeting. If we vote to dissolve ABD, we will need to ask the general membership to also vote on dissolving ABD Committee. Motion to table – Jennifer Brittany seconded.
- VP Communications – Laura Olivarez – no updates
- Secretary – Allison Maderia
 - i. Troops to College – Discussion on the way that Military Friendly rankings are created, feedback given by Nick Kilmer.
 - ii. Membership Committee – Shirts were available at meeting for anyone who had not already asked for it to be sent through campus mail.
- Treasurer – Brittany Hensley – no updates
- Historian – Christina Escamilla – no updates
- Parliamentarian – Analicia Leiva was asked to step into vacation position. College of Architecture will need to provide another member to represent college now that Analicia will be in a different position.
- 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. January 11th– Equine Center, Andras A Classroom
 2. March 22nd– Equine Center, Andras A Classroom

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- ii. Advisor Brown Bag Lunches (*arrive at 11:45; speaker begin at 12:00 and end at 1:00*)

1. November 16th – **Aggie Honor Code** – Timothy Powers, MSC 2404

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

III. Old Business - none

IV. New Business - none

V. Announcements

- From the Office of the Registrar – John Robert:
 - i. The deadline to submit adjustments/curricular exceptions for December graduation is Friday, December 11, 2016. This allows for processing prior to the cancellation deadline of November 18, 2016. Questions: contact John Robert at johnrobert@tamu.edu
 - ii. Degree requirement verification information submitted via an official transcript is included in the nightly report SRC_CS_DC_CLEAR_G_XX_UG_CSV.
 - iii. Attached is the cancellation criteria for December 2016 graduation.
 - iv. Degree Audit is transitioning to a new Assistant Registrar beginning November 1, 2016. If you have questions or need assistance during the transition, please contact any member of the Degree Audit team at degree-audit@tamu.edu. Laura Heard, Associate Registrar is available to help with any issues or concerns until a new Assistant Registrar is identified.
 - v. Graduation – Requests for marshals were sent out to AOC Deans. If you would like to be a marshal, see your AOC Dean to be added to the list.
- NACADA Webinars for Fall 2016: (1:00-2:30)
 - i. 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.*
- Nick Kilmer for Financial Aid.
 - i. Continuing student scholarship applications and FAFSA is now open. Using prior year tax information for FAFSA. Bonnie – what if tax info has changed? Nick – Student can submit review request to FAID office for evaluation and FAID will review and can adjust if warranted.
 - ii. Counting courses for fin aid purposes, if have questions contact our office.
- David Toefl for Admissions
 - i. Transfer deadline expired, Admissions hopes to have all processed in next two weeks. Dec 15 deadline to register for NSC. Admissions tries to answer questions about declines, if you get too many sent to you from Admissions, let David know.
 - ii. Fall application will open in January. Freshman admit deadline Dec 1, Admissions is hoping to have all decisions out by Aggieland Saturday. By the end of February for sure.
 - iii. Michelle Walker has reached out to those make transfer decisions to make a transfer review group for best practices.
- Morgan Jones for ASC
 - i. We are rapidly approaching time when students cannot complete a Success Plan if they haven't started it yet.
 - ii. Study Hub launched this week: studyhub.tamu.edu. It is a campus wide collaboration of tutoring, SI, etc all on one place. Let ASC know if there is a study resources unique to your

college/department that should be included on StudyHub. They are happy to add to it, even if just college specific.

- Nick Kilmer – Money Education Center is located on the 1st floor of the Pavilion. See money.tamu.edu for more information on offerings.
- Next Executive Board Meeting will be on December 7th

VI. Adjourn – Brittany Hensley moved and Christina Escamilla seconded. Adjourned at 11:04 a.m.

October 12, 2016

MEMORANDUM

TO: Academic Departments
FROM: Office of the Registrar, Degree Audit
RE: December 2016 Graduation Application Cancellation Criteria

Per Student Rule 14.2, the deadline for degree candidates to satisfy all graduation requirements or provide degree requirement verification is **November 18, 2016**. (Additional information regarding degree requirement verification can be found at: <http://registrar.tamu.edu/Graduation-Degree-Programs/Graduation-Diplomas/Proof-of-Enrollment>.) **Notes from advisors will not be accepted as sufficient degree requirement verification.** Students not clearing were notified on **October 3, 2016** that their degree application will be cancelled if they do not appear to be meeting all degree requirements in accordance with Student Rule 14.2.

Degree Audit will use the following criteria for cancelling students:

- Students with a grade of **Incomplete** (grade of I) for a previous term: we will not cancel; we do not need anything from students/advisors/professors/heads/etc. **A grade of I is not the same as grade of X.** Grades of X fall into the **grade change** category below.
- Students who have a **grade change** in process and are completing coursework for a change of grade:
 - We will not cancel if correspondence from the instructor of record for the course is received.
 - We will cancel if we don't receive any correspondence regarding the grade change or if the only correspondence that we receive is from someone other than the instructor of record.
- Students who need **adjustments** that have not been submitted: we will cancel.
- Students who have a **curricular exception form** in process: we will not cancel if that exception would clear the student; we do not need anything from students/advisors/professors/heads/etc. as it is viewable in the University Adjustment System.
- Students awaiting **test scores/testing services/CLEP/etc.** for credit: we need verification that the test date has been established. If the person/group administering the test will provide documentation of the student's test and date, then we will not cancel the student. Other proof of test registration with the administration date may be accepted. Emails from advisors are only sufficient if the test is being offered within the department or if the student is taking a graduate course that will end in receiving undergraduate credit through DARS.
- Students who are enrolled in courses at TAMU and have an **insufficient GPA**:
 - We will not cancel if the student is currently enrolled at TAMU; we do not need anything from students/advisors/professors/heads/etc.
 - We will cancel if the student does not have in-progress courses at TAMU.

Students who are cancelled and wish to re-apply must do so via a paper application, obtainable in the Office of the Registrar, by December 7, 2016 and provide Degree Audit with degree requirement verification or satisfy any of the requirements listed above in accordance with Student Rule 14.2. Students who choose to re-apply after being cancelled will be assessed a \$50 late fee in addition to the graduation fee of \$47.50 for a total of \$97.50. Graduation fees are non-transferrable and non-refundable.

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