

**UAC Board Meeting  
September 4<sup>th</sup>, 2019  
Rudder 701  
10:06am**

Attendees: Adrian, Marquita; Beamon, Carissa; Cargo, Nora; Escamilla, Christina; Garza, Maritza; Harp, Jessica; Hensley, Brittany; Matlock, Stephanie; McGee, Kayla; Read, Rochelle; Rhome, Cami; Russell, Roxanne; Schmitz, Theresa; Stadter, Lindsay; Thigpin, Sara; Vintila, Abbie; Wei, Xiaoshuang; Wu, Daniel; Young, Catherine.

President Laura Olivarez called the meeting to order at 10:06am.  
VP of Programs Brittany Hensley seconded it.  
There were no previous minutes to approve.

**I. Officer and Committee Reports**

i. President – Laura Olivarez

1. If any college has a new UAC rep, let her know

ii. **AOC Dean's Update**

1. 12<sup>th</sup> class day report to be sent out soon
2. Andy Armstrong will be representing the Office for Student Success

- OSS will be hosting a session on Friday at 3:00pm explaining the updated process for change of major
  - Common application and common deadline
- Each college will have a specialist in OSS
  - Can find your rep/specialist by going to <http://studentsuccess.tamu.edu>
- Andy is building accounts for peer mentors and peer tutors to use navigate

iii. **Academic Calendar – Call for Feedback**

1. Coming from the Registrar's Office
2. Laura O. will send out, get feedback back to her by October

iv. **Navigate Memo**

1. Navigate will be required to use for documenting student information and appointments
  - More information to be sent across UAC listserv

v. **Sophomore Audit**

- Senate bill: all incoming students with 30 or more hours have to have a degree planner on file before the end of the fall semester
  - Hold type and date will be indicated on student's record

ii. **President Elect – Analicia Leiva**

i. **New Student Conference Committee**

1. Meeting on Sept 12<sup>th</sup>, updates to be provided at next meeting
- ii. **New Advisor Orientation**
  1. Dates: October 10<sup>th</sup>, February 19<sup>th</sup>, July 22<sup>nd</sup>
    - Locations TBD
  2. Last summer's orientation: 17-18 advisors attended
  3. Analicia meeting with Andy on possible restructuring of orientation
    - Focus is on orientation, not training
    - New advisor binder to be kept online for easier updating
    - CAPS would like to present at New Advisor Orientation
    - For Spring: possible tours of facilities to be included (like Student Business Services)
      - Advisors would know what the facility looks like
      - Where do students go for help
      - Make face-to-face contact with someone
        1. Get phone #/email address of a contact that you can refer students to
- iii. **Awards Breakfast**
  1. April 30<sup>th</sup> in MSC 2300 A & B (Bethancourt Ballroom)
    - Discussion of having a reoccurring appointment
      - Have to work around the academic calendar
        1. Dead days, graduation, finals, classes etc.
          - a. Still trying to determine what would be the best
  2. If wanting to join ABD committee ([The Breakfast Club](#))
    - Spots are still available
    - Contact Analicia
- iii. **VP Programs – Brittany Hensley**
  - i. **UAC Symposium**
    1. October 31<sup>st</sup> - Halloween
    2. Call for proposals ends on Friday
      - Submit proposal if you want to present
        - There will be two sessions: morning and afternoon
    3. Early registration deadline
      - September 13<sup>th</sup>
        - If your proposal is accepted you can register at the early registration price
    4. Can change RSVP from morning to afternoon or vice versa
      - Will receive an email from the committee confirming the time individuals chose
    5. Symposium is professional development vs. Advisor Briefing Day which is TAMU specific
  - ii. **Advisor Briefing Day**
    1. September 17<sup>th</sup>

2. 150 RSVPs so far
  3. Committee sign-ups will be through a Google doc
  4. Zachary Engineering Complex – Chevron rooms
  5. Breakfast provided so RSVP is needed
  6. Sessions
    - Concurrent
    - Taped
  7. Brittany asked group if two ABDs were needed
    - Room consensus: no
- iii. **Google Calendar**
1. UAC Calendar will be hosted by Google instead of Outlook
    - Can be easily shared
    - Individuals outside the TAMU system can access it
  2. OSS will continue to provide NACADA webinars
    - First one: November
      - Dates and rooms TBD – will be added to Google calendar
      - One or two people form a panel, do a debrief
- **VP Communications – Gail Rowe**
    - iv. Website
      1. Gail is the point of contact for the UAC-BULL listserv
      2. Instructions on how to send emails to the BULL are on the [website](#)
        - Urgency level
          - Can information wait for the weekly BULL email or does it need to be sent immediately?
      3. Individuals wanting to join should complete the [New Member Information Form](#)
  - iv. **Secretary – Rochelle Read**
    - i. Membership Committee – TBD at October meeting
    - ii. Membership database
      1. Rochelle has been working to update the member database
        - Outdated information removed
          - Retired individuals
          - Individuals who no longer work with students
          - Individuals who no longer work at TAMU
        - If your information is incorrect, please submit changes through [this form](#)
        - Updated database to be posted once a month to the UAC website
  - v. **Treasurer – Kayla McGee**
    - i. Budget Approval
      1. ABD: increased funds by \$700
        - In case more than one takes place this academic year
      2. \$17,735 this year spent

- Under \$6000 as buffer
  - To be used strategically this year since we are in transition period
  - Email Kayla ideas on what to do with extra funds
    1. Need to use
    2. Vote needed to approve

vi. **Historian – Cami Rhome**

- i. If any UAC members go to conference /events
  1. Take pictures and send to Cami
- ii. Extra funds: new camera for UAC?

vii. **Parliamentarian – Christina Escamilla:**

- i. No updates

viii. **Immediate Past President – Allison Rivera**

- i. Advising Technology Committee
  1. Meeting location/date/time - TBD
  2. Looking for members
  3. Focus:
    - Tech used in advising
    - Best practices
    - How to improve
    - How to move forward
- ii. EIS Update
  1. Laura: Met on August 7<sup>th</sup>
    - New: preferred first names are to be included in howdy rosters for faculty starting sometime this term
      - Diplomas will still have legal name
  2. No concern for security issues with Ellucian
  3. Updated screenshots of Degree Evaluation in Howdy
  4. Banner 9
    - New class search feature
    - Old banner will go away and new search will be the only option
      - No set date on when this will happen
    - Functionality features missing
      1. Let Laura know
      2. Closed courses vs. courses not being offered
      3. Class management
        - a. Can't see students when adding them to a course that is set to have negative seats
          - i. Just shows zero
        - b. If a course is zeroed out, you cannot see the negative numbers/seats added in a course

5. IT Governance Program
  - Learning Management System – moved to EIS
- iii. Troops to College Committee: Analicia & Roxanna
  1. Haven't had meeting yet
  2. Analicia looking for replacement as she has a time conflict

## II. Old Business

- i. None

## III. New Business

- i. Bylaws Vote
  - i. Representation
    1. Added reps – taking them on as academic colleges
      - College of Medicine
      - College of Science
      - Office for Student Success
    2. Shifting of duties
    3. October/November: Laura wants strategic planning committee to meet to discuss who should be on the board
      - Then will need to update section about membership
      - UAC Retreat: who attends is listed in bylaws
  - ii. ABD Name
    1. Committee looking to change the name
      - Drop the word “Advising” and call it “Briefing Day”
        - The new name would be more inclusive for all who serve students
  - iii. Vote on budget
    1. Motion to vote
      - No nays
    2. Motion approved at 10:58am

## IV. Announcements

- i. Academic Success Center – Morgan Jones
  - i. Handouts are being streamlined/updated and will be posted on [ASC website](#)
    1. Email [Morgan Jones](#) directly to get any specific handouts you need
  - i. Three fresh start orientations will be held this semester
    1. Students can register in ERS and on the ASC website
      - Advisors: encourage students who need to complete the certificate program to sign up
  - ii. SI and tutoring schedules are updated and on ASC website
  - iii. Tutoring: taking place in the same 5 locations
    1. Day time tutoring to continue
    2. If your department's tutoring is not up to date on Study Hub, please email ASC
  - iv. Academic Coaching
    1. No more paper certificates, just tags in navigate
    2. Workshops start next week

- v. Email questions to [successcenter@tamu.edu](mailto:successcenter@tamu.edu)
  - 1. Tutoring questions can be emailed to [Lindsey Randolph](#)
- vi. ASC to send list to advisors re: who has not completed their contracts
- ii. **Admissions – Theresa Schmitz**
  - i. Transfer and freshman applications are open
    - 1. Auto-admits were sent letters on Sept 17<sup>th</sup>
    - 2. Holistic review process has started as of last Monday
- iii. **Financial Aid – Nora Cargo**
  - i. Degree plan adjustments must be made by September 10<sup>th</sup> in order for courses to count for finc aid for the fall
  - ii. EIS reports are running slower than normal
    - 1. Please be patient
    - 2. Work with Registrar’s office if course isn’t counting
    - 3. After the census date
      - If student wants to Q-drop or withdraw from the semester
        - Need to visit with finc aid advisors to see if it affects their academic progress
        - Students can contact [Finc Aid’s front office](#)
- iv. **Student Business Services – Michael Outland**
  - i. Two new staff members have been hired, two positions are available
  - ii. Re-admitted students might have financial obligations
    - 1. Remind them of their holds
    - 2. Guide them to visit SBS to make arrangements
    - 3. Payment agreement for past due accounts
      - Payments have to be completed before the holds are removed
      - 201931 charges are on, let SBS know so that it shows true balance from past payment plans
  - iii. Hard drop for non-payment
    - 1. Notifications to be sent starting Sept 9th
    - 2. “At risk” isn’t guaranteed a student will be dropped
      - Has to be reviewed
      - SBS will tell students they are at risk
    - 3. Students cannot request to be dropped for non-payment
    - 4. Students can still set up installment plans
      - First due date has already passed
  - iv. Distance education charges
    - 1. Remind students there is a cost
      - Increase in tuition
      - Not an additional charge
    - 2. Information is on the SBS website under [“DE Differential Tuition”](#)
  - v. New banner
    - 1. Shows students how much extra a course will cost them = the actual amount they are being charged

- 2. Withdrawal percentages
  - Make sure students know what their withdrawal percentages are
- 3. Withdrawal calendar on website
- 4. Dropping to zero hours, have them talk to SBS first
- vi. Send questions to [sbs@tamu.edu](mailto:sbs@tamu.edu)
- v. **OGAPS - none**
- vi. **OPSA – none**
- vii. **Registrar – Stephanie Matlock**
  - i. Ben Milum has new position: Assistant Registrar
  - ii. Open position in Degree Audit: Academic Services Specialist
  - iii. Ramona will be back next week
  - iv. Adjustments: focus is on fine aid eligible students and degree candidates
    - 1. Tell students to be patient, they are working as fast as they can
- viii. **Office for Student Success - none**
- ix. **Transition Academic Programs**
  - i. [Fish Form](#) opening Monday, Sept 11<sup>th</sup>
    - 1. This form is for ANY student (no matter classification) who is in their first semester at TAMU – true freshman or not
  - ii. [TAP application](#) currently closed
    - 1. Email Brittany if there is an emergency for special access
    - 2. Application for Spring 2020
      - Will open two days after midterm grades post
  - iii. October 16<sup>th</sup>
    - 1. Re-opening for students who are in their second semester at TAMU
  - iv. Reminder:
    - 1. TAP cannot take students over 90 hours
      - Help students manage their expectations
- x. **Education Abroad - Xiao**
  - i. New name – formerly Study Abroad
  - ii. Open House
    - 1. Tomorrow, first floor Pavilion, 2:00pm-4:00pm
- xi. **Counseling and Psychological Services – Tammie Smith**
  - i. New name: used to be called Student Counseling Services
  - ii. Want to get more students in for services
    - 1. There is a quicker turn around at beginning of semester
      - Harder as the semester progresses
  - iii. Whoop to Group
    - 1. Several [group counseling sessions](#) available
      - Can support more students
      - Groups hold more than 8 members
      - Meet every 2-3 weeks
  - iv. Not Another Aggie: [Suicide Awareness & Prevention](#) Walk
    - 1. Thursday, September 10<sup>th</sup> – meet in Rudder Plaza

2. Second leading cause of death - prevalent among college campuses

xii. **Disability Services**

i. ADA statement update for syllabi

ii. Moved to college model

1. Each coordinator has a point person, access person

▪ Contact [jessicah@disability.tamu.edu](mailto:jessicah@disability.tamu.edu)

**II.** Laura - Motioned for adjournment 11:28am