December 19, 1988

To: UC Undergraduate Academic Advisors

From: Barbara Schooley

Dear Colleagues:

Enclosed is a copy of the informal notes taken by Jean Gary at our first meeting in November. Interest surveys were given to the seventeen present and sent to those not present. The results of the survey were overwhelmingly in favor of forming a UC Academic Advisors Association (UCAADA ?) which would be an information-sharing and support group. One to three people should represent each College or Division and have the responsibility of sharing information with others in their area. This number should be flexible though, for there may be subjects covered at certain meetings which you feel should be shared by more people in your division. Most felt that the offices of Admissions, the Registrar, and Athletic Advising should be included. Once a month meetings on Monday were preferred.

With all of these things in mind, I have reserved Room 130 McMicken Hall on Monday, January 9 from 12 noon to 1:30 p.m. for the first official meeting of our group. (We will be at a conference table, so you can comfortably eat your lunch during the meeting.) This date was chosen since we are closed January 16, and January 23 is the first day of priority registration for Spring quarter which, for our group, means we can't leave our offices. I am sending this letter to all who responded to the survey in the hope that each of you will in turn pass the word to anyone else in your area who should be included. At this meeting we need to select our officers. None of us have extra time and resources but please plan to help in some way. The officers needed are Chairperson, Recording Sec'y and Corresponding Sec'y (many felt these two could be combined), and a Program Development Committee.

In addition to naming the group and selecting our officers, we need to give the Program Development Committee our ideas for the first few meetings. Please bring your list, in order of importance, of those items you wish to have on the agenda. Everyone was in agreement that we need a University-wide list of people in advising, their responsibilities, M.L., and phone number. If each of you will bring this information on your area to this meeting, I will try to put together a simple directory by the February meeting.

Remember, the reason for the birth of this group is the need to share information and help solve our day-to-day problems so we can better serve the undergraduate student, not add to our load. If you have anything of interest to share, bring at least 20 copies to the meetings. When our organization gets off of the ground, we can request provostial help to cover any expenses we incur in our efforts. If you have any questions, please call me at 65875. Have a HAPPY HOLIDAY SEASON!