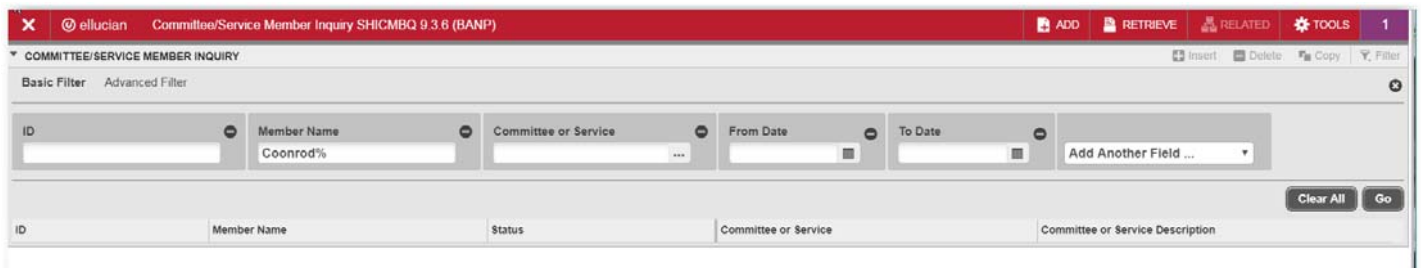


SHICMBQ

At a Glance: If you have the “Faculty and Graduate Student Advisor” Banner role, then you now have access to SHICMBQ (Committee/Service Member Inquiry form). This form gives you the ability to look up committee members’ categories in Banner. Tenured/tenure track faculty will automatically appear as being an active committee member. Any new member from outside of UNM will need to have a Non-UNM Committee Service Request (requires CV) submitted by the student’s department.

Searching for a Committee Member:

- Navigate to SHICMBQ (**this form is case sensitive**)
- Enter the committee member’s last name followed by the % key (i.e., Coonrod%) in the Member Name column
- Then F8 or click the Go button
- **Your query will cause no records to be retrieved if you do not use the % key**



Descriptions of Columns: The form has 18 columns. Use the scroll bar at the bottom to see the remaining columns. The descriptions of the columns are:

ID: Committee member’s UNM ID#

Member Name: Committee member’s last, first name

Status: Status Code in SHACOMI

Committee or Service: Committee/Service Type in SHACOMI

Committee or Service Description: Doctoral Dissertation, Masters Exam, Masters Thesis, etc.

From Date: Approval date

To Date: Expiration date

Member Role: Category Role in SHACOMI (i.e., C1, C2, C3, etc.)

Member Role Description: UNM Tenured/Ten. Track Faculty, etc.

Member Status: Status in SHACOMI (i.e., AC-active, CH-chairperson, IN-inactive, etc.)

Member Status Description: Active, Inactive, etc.

Member District or Division: No information offered at this time

Member District or Division Des: No information offered at this time

Member College: No information offered at this time

Member College Description: School of Engineering, etc.

Member Department: School of Engineering (CE), etc.

Member Department Description: Civil Engineering, etc.

Associated ID: Name of student that the committee member was/is on their committee and committee member’s department (Note: the department is not always listed)

COMMITTEE/SERVICE MEMBER INQUIRY

Active filters: Member Name: Coonrod% Clear All Filter Again

ID	Member Name	Status	Committee or Service	Committee or Service Description
	Coonrod, Julia E Allred	W-	DD2	Doctoral Dissertation
	Coonrod, Julia E Allred	AC	MEMBER	Exam Committee Member
	Coonrod, Julia E Allred	W4	MT1	Masters Thesis
	Coonrod, Julia E Allred	W-	MT1	Masters Thesis
	Coonrod, Julia E Allred	W4	MT1	Masters Thesis
	Coonrod, Julia E Allred	W-	MT2	Masters Thesis
	Coonrod, Julia E Allred	W-	MX1	Masters Exam
	Coonrod, Julia E Allred	W4	PX1	PhD Comp Exam
	Coonrod, Julia E Allred	W-	PX2	PhD Comp Exam

Record 2 of 9

Committee Members' Categories: When searching for a committee member's category, look in the Committee or Service column for the row that has "MEMBER." This row shows the committee member's approval and expiration date, member role, member status, etc.

COMMITTEE/SERVICE MEMBER INQUIRY

Active filters: Member Name: Coonrod% Clear All Filter Again

ID	Member Name	Status	Committee or Service	Committee or Service Description
	Coonrod, Julia E Allred	W-	DD2	Doctoral Dissertation
	Coonrod, Julia E Allred	AC	MEMBER	Exam Committee Member
	Coonrod, Julia E Allred	W4	MT1	Masters Thesis
	Coonrod, Julia E Allred	W-	MT1	Masters Thesis
	Coonrod, Julia E Allred	W4	MT1	Masters Thesis
	Coonrod, Julia E Allred	W-	MT2	Masters Thesis
	Coonrod, Julia E Allred	W-	MX1	Masters Exam
	Coonrod, Julia E Allred	W4	PX1	PhD Comp Exam
	Coonrod, Julia E Allred	W-	PX2	PhD Comp Exam

Record 2 of 9

COMMITTEE/SERVICE MEMBER INQUIRY

Active filters: Member Name: Coonrod% Clear All Filter Again

ID	Member Name	Status	Member Role *	Member Role Description *	Member St.
	Coonrod, Julia E Allred	W-	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	AC	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W4	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W-	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W4	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W-	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W-	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W4	C1	UNM Tenured/Ten. Track Faculty	AC
	Coonrod, Julia E Allred	W-	C1	UNM Tenured/Ten. Track Faculty	AC

Record 1 of 9

Committee Members' Names: Graduate Studies processes the requests for Non-UNM committee service only, categories 2 and 4. These two categories will appear differently in SHICMBQ. They will have "EXCEPTION" in front of the committee member's first names because Graduate Studies assigns them a UNM ID# upon the approval of the committee service request.

However, there is an exception to this rule. If a category 1, 3, 5, or 6 committee member leaves UNM to be a tenured/tenure track faculty at another institution or is considered an expert in the field, they will not have “EXCEPTION” in front of their first name. It’s not necessary for Graduate Studies to assign them a UNM ID# since they had one previously.

The following screenshot is an example of a category 2 (Non-UNM tenured/tenure track faculty). The committee member’s name is Karma Chavez.

COMMITTEE/SERVICE MEMBER INQUIRY

Active filters: Member Name: Chavez% Clear All

ID	Member Name	Status	Committee or Service	Committee or Service Description
	Chavez, Alicia F	W-	DD1	Doctoral Dissertation
	Chavez, Alicia F	W4	DD1	Doctoral Dissertation
	Chavez, Alicia F	W4	DD2	Doctoral Dissertation
	Chavez, Alicia F	W2	DD2	Doctoral Dissertation
	Chavez, Alicia F	W-	DD3	Doctoral Dissertation
	Chavez, Alicia F	W-	DD3	Doctoral Dissertation
	Chavez, Alicia F	AC	MEMBER	Exam Committee Member
	Chavez, Alicia F	W2	MT1	Masters Thesis
	Chavez, Alicia F	W2	MT2	Masters Thesis
	Chavez, Alicia F	W-	MX1	Masters Exam
	Chavez, Alicia F	W-	MX1	Masters Exam
	Chavez, Alicia F	W-	MX1	Masters Exam
	Chavez, Cindy L	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONCarlos--ExternalComm...	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONCynthia L--ExternalCo...	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONKarma--ExternalCom...	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONLeo R--ExternalComm...	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONNano--ExternalCommitt...	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONRegina--ExternalCom...	AC	MEMBER	Exam Committee Member
	Chavez, EXCEPTIONSue--ExternalCommitt...	AC	MEMBER	Exam Committee Member

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Searching for Additional Committee Members: Searching for an additional committee member is easy. Click on the “Filter Again” button and enter a new name. Then F8 or click the Go button.

COMMITTEE/SERVICE MEMBER INQUIRY

Active filters: Member Name: Coonrod% Clear All

ID	Member Name	Status	Committee or Service	Committee or Service Description
	Coonrod, Julia E Allred	W-	DD2	Doctoral Dissertation
	Coonrod, Julia E Allred	AC	MEMBER	Exam Committee Member
	Coonrod, Julia E Allred	W4	MT1	Masters Thesis
	Coonrod, Julia E Allred	W-	MT1	Masters Thesis
	Coonrod, Julia E Allred	W4	MT1	Masters Thesis
	Coonrod, Julia E Allred	W-	MT2	Masters Thesis
	Coonrod, Julia E Allred	W-	MX1	Masters Exam
	Coonrod, Julia E Allred	W4	PX1	PhD Comp Exam
	Coonrod, Julia E Allred	W-	PX2	PhD Comp Exam

Record 1 of 9

Committee Member Not Listed: Submit the online Request for Non-UNM Committee Service form through <https://gradforms.unm.edu> if your query for a committee member caused no records to be retrieved.