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 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 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.

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 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.