

**PROVOST COMMITTEE FOR ADVISING**  
**Meeting Minutes**  
 September 21, 2015

**I. Meeting**

Item	Description
Date	September 21, 2015
Time	1:00 pm to 2:30 pm
Location	Arts and Sciences Conference Room

**II. Attendees**

Role	Name
<b>Facilitator</b>	Vanessa Harris and Stephanie Hands
<b>Present</b>	<i>Stephanie Hands, Catharine Montoya, Elsa M. Castillo, Deanna Sanchez-Mulcahy, Tracy Skipp, Tracy Wilkey, Laura Valdez, Krystal McCutchen, Henry Villegas, Vanessa Harris, Andrew Gonzalez, Andrew Sanchez, Quincy Freeman, CAPS</i>
<b>Absent</b>	<i>Tanaya Brown, Pamela Agoyo, Lorena Blanco, Paige Briggs, Scott Carreathers, Rosa Cervantes, Jennifer Crabb, Jennifer Gomez-Chavez, Ann Marie Compton, Todd Hynson, Glenda Johnson, Len Malry, Shannon Saavedra, Ken Van Brott, Frederick Smith, Lisa Stewart</i>
<b>Recorder</b>	Aaron Russell

**III. Agenda & Minutes**

Topic	Presenter(s)	Summarized Notes
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Topic	Presenter(s)	Summarized Notes
1. QR Updates	Vanessa	<ul style="list-style-type: none"> <li>• Share with your advisors</li> <li>• Lots of students have completed into 101               <ul style="list-style-type: none"> <li>- Looking at students write on edge</li> </ul> </li> <li>• Look at Kudos               <ul style="list-style-type: none"> <li>- Flags/referrals are going up</li> </ul> </li> <li>• List of 100 potential QR Finishers coming               <ul style="list-style-type: none"> <li>- Get list and meet with students by 28<sup>th</sup></li> <li>- Go over student schedules</li> <li>- Advisors <u>NEED</u> to meet with these students.                   <ul style="list-style-type: none"> <li>▪ Possibly create flyer</li> </ul> </li> </ul> </li> <li>• Terry Babbit working on overload grant</li> </ul>
2. ASUNM Midterm Student Success Week <ul style="list-style-type: none"> <li>i. October 5</li> <li>ii. At least one advisor per college</li> </ul>	Sarah	<ul style="list-style-type: none"> <li>• Set-up at 10</li> <li>• Event from 11-1</li> </ul>

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3. Committee Updates a. Cross-College b. Advisor Institute c. News Letter d. Advising Survey i. Volunteers needed	Laura and Vanessa	a. Trying to get a policy in catalog about dual major, dual degree - Language is being developed and then survey to colleges will go out to determine who needs to be more specific. <ul style="list-style-type: none"> <li>• Now have one standardized deans approval meeting</li> <li>• Now have on standardized language proficiency</li> <li>• For minors. What colleges accept what minors and why?                - What are critical courses for each minor?</li> <li>• Campus-wide advisement policy handbook (appointment, minors, language, etc...)</li> </ul> b. Tomorrow in the SUB <ul style="list-style-type: none"> <li>• Sign-up from 8-8:15</li> <li>• 160-170</li> <li>• Spring institute might be half-day</li> </ul> c. Coming out October 1 <sup>st</sup> <ul style="list-style-type: none"> <li>• Any updates to Kelsey ASAP</li> </ul> d. Need committee members - Diana, Steve, Stephanie
4. Campus Assessment Days a. October 14-15 – UAEC b. Advising related surveys i. Transfer ii. Dual Credit iii. Loboachieve iv. Advising c. Give-Aways d. Volunteers needed to proctor	Vanessa	<ul style="list-style-type: none"> <li>• Purpose is to get feedback on university components</li> <li>• Advisement surveys could happen here</li> <li>• Get information out. Flyer will be provided</li> <li>• Goal is 500 students</li> </ul>
5. Operation Registration	Vanessa	<ul style="list-style-type: none"> <li>• Meeting coming up soon</li> <li>• Meeting on the First</li> </ul>

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6. Advising Holds	Stephanie	<ul style="list-style-type: none"> <li>• SZKATHD               <ul style="list-style-type: none"> <li>- If anyone needs help, contact Vanessa or Stephanie</li> </ul> </li> <li>• Possibility of automatic hold for students dropping below 2.0</li> <li>• Foundations holds               <ul style="list-style-type: none"> <li>- Go on for 21-day stats                   <ul style="list-style-type: none"> <li>i. Not signifying anything</li> <li>ii. Stephanie suggests using hold right after grades</li> <li>iii. Univ 102 not on exemption list</li> </ul> </li> </ul> </li> <li>• No objections to an end of semester hold</li> <li>• Scholastic jeopardy hold</li> <li>• <u>Homework for Cross-College meeting</u> <ul style="list-style-type: none"> <li>- Vanessa will send out list of everyone's holds use it for purposes of editing</li> <li>- Deadline is the 12th</li> </ul> </li> </ul>

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7. Other Updates from Colleges/Programs	Tracy and Vanessa	<ul style="list-style-type: none"> <li>• Tracy               <ul style="list-style-type: none"> <li>- Approval for new advisor position</li> <li>- Community engagement and learning</li> </ul> </li> <li>• <u>CAPS and Center for Teaching Excellence merged</u></li> <li>• Engineering               <ul style="list-style-type: none"> <li>- Did review for all advisement</li> <li>- Coordinators are now senior student advisors</li> </ul> </li> <li>• Arts and Sciences               <ul style="list-style-type: none"> <li>- 3 positions open</li> </ul> </li> <li>• Vanessa               <ul style="list-style-type: none"> <li>- Assigning students by Alpha                   <ol style="list-style-type: none"> <li>i. Assign advisors in banner</li> <li>ii. Flag for students below 15 and 12 hours</li> </ol> </li> <li>- Loboachieve has prospective student feature                   <ol style="list-style-type: none"> <li>i. Colleges, please send why you need it</li> </ol> </li> <li>- We need a faculty member and student member                   <ol style="list-style-type: none"> <li>i. Increase faculty participation</li> <li>ii. Submit some names</li> <li>iii. Maybe <u>Faculty Senate</u> <ul style="list-style-type: none"> <li>▪ Already doing outreach to engineering</li> </ul> </li> <li>iv. Right to ASUNM to find student</li> <li>v. Need to do a write-up to Greg for both</li> </ol> </li> </ul> </li> <li>• Athletics               <ul style="list-style-type: none"> <li>- New team member</li> </ul> </li> </ul>

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Date	Action Item	Owner	Status	Due Date
	Need a faculty member and student member for PCA	Vanessa	Open	
09/21/2015	Homework for Cross-College meeting	Stephanie	Open	10/12/2015
09/21/2015	News Letter coming out Oct. 1 <sup>st</sup> . Any updates to Kelsey ASAP	Vanessa	Open	10/1/2015
	Need committee members for Advising Survey Committee	Vanessa	Open	

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