

PROVOST COMMITTEE FOR ADVISING
Meeting Minutes
January 15th, 2015

Meeting

Item	Description
Date	January 15, 2015
Time	1:00-2:30
Location	Arts & Sciences Conference Room

Attendees

Role	Name
Facilitator	Stephanie Hands & Vanessa Harris
Present	<i>Stephanie Hands, Shannon Saavedra, Tracy Wilkey, Laura Valdez, Andrew Gonzalez, Anne Compton (for Daniel Sanford), Len Malry, Steve Peralta, Jennifer Gomez-Chavez, Catherine Montoya (for Pam Agoyo), Alec Reber (BREP)</i>
Absent	<i>Robben Baca, Paige Briggs, Todd Hynson, Tammy Strickler, Lorena Blanco, Suzie Vigil, Linda Melville, Amy Vance-mullins, Joan Green, Krystal McCutchen, Tracy Skipp, Lisa Stewart, Smith Frederick, Deanna S. Mulcahy, Henry Villegas, Jamila Clayton (for Scott Carreathers), Rosa Cervantes</i>
Recorder	Shannon Saavedra

Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Review Minutes from November meeting	Stephanie	<ul style="list-style-type: none"> • Approved
2. College Updates		1. None

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3. Cross College & Probation suspension	Stephanie	<ol style="list-style-type: none"> 1. Probation suspension <ol style="list-style-type: none"> a. Ran into issues with what college student showed up on in report because student changed majors. b. Suggestions: Ask student at front desk if they have major. New major should work with student and not send them back to the college that put them on probation. c. Appeals go to the college who suspended, or new college. Will discuss at cross college meeting 2. Pre-requisite drop list <ol style="list-style-type: none"> a. ASM checks all of their students and has submitted curriculum changes. b. A&S contacted all A&S majors. Alect suggested to refer student to appropriate advisor even if not a course that the college that student is enrolled in. (example: Math student in A&S taking a CS course should be referred to CS). c. Late starting courses made this difficult for not only pre-requisite drops, but also Financial Aid, Scholarships. 3. Referral diagram <ol style="list-style-type: none"> a. Steve suggested that we add on the past part, "but must change majors" b. Sarah is working on referrals in LoboAchieve for this. c. Steve accepting all students regardless of policy to give them a chance to prove themselves. Cross Colleges will review this.

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4. Advisor Assessment dates	Shannon	<ol style="list-style-type: none"> 1. May 25- July 1st 2. Must take exam in computer lab that will be scheduled in UAEC 263. Shannon will send dates that test can be taken. (Branches do not have to do this). 3. If participant does not pass they will be required to attend one of two refresher courses scheduled (June 25-36 or July 9-10). 4. Already scheduled through Learning Central
5. Advisor Institute	Shannon	<ol style="list-style-type: none"> 1. May 19th
6. Advisor Award	Steve	<ol style="list-style-type: none"> 1. Looking at whether or not we will have the ceremony through PCS or Advisor Institute.
7. LoboAchieve	Vanessa	<ol style="list-style-type: none"> 1. There are concerns about faculty grade books. Need reports to show how it is working. 2. Survey was sent to students recently about LA. 3. Laura stated that she looked at students who were on probation for Spring 14 to see how many came in for their required probation visits vs. those that did not come in and found that those that did come in were more likely to be suspended than those who did. Laura stated these probation students were not engaged.
8. Transfer Committee	Vanessa	<ol style="list-style-type: none"> 1. Need members. Campus initiatives out there. Get a good picture of what everyone is doing.
9. Communication Committee	Vanessa	<ol style="list-style-type: none"> 1. We need to tell our story. Collaborations, enw hires, things we do outside of UNM.

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10. Advisement Maturity Rubric	Vanessa	1. Suggested that colleges be able to do a self assessment and be informed as to what areas they are being graded on.
2. Adjournment	Vanessa	Meeting ended at 2:30 P.M. Next meeting scheduled for February 18th, 2015 1-3:30. Future meetings will be the third Wednesday of every month from 1-3:30.

4 Action Items

Date	Action Item	Owner	Status	Due Date
10/13/14	Create placement page on advisement.unm.edu	Shannon	Open	
10/13/14	Need a chair for newsletter committee	Vanessa	Open	
10/ 13/14	Need a chair for Awards Committee	Laura	CLOSED	Steve Peralta
11/17/14	Need a chair for Communication Committee	Vanessa	CLOSED	Kelsey Molo
11/17/14	Need a faculty member for this committee	Vanessa	Open	