

PCA  
**Meeting Minutes**  
 January 30<sup>th</sup>, 2017

**Meeting**

Item	Description
Date	January 30 <sup>th</sup> , 2017
Time	3:00-4:00
Location	A&S Conference Room

**Attendees**

Role	Name
<b>Facilitator</b>	Stephanie Hands
<b>Present</b>	<i>Florencio Olguin, Brittany Padilla, Shannon Jaramillo, Andrew Gonzalez, Stephanie Hands, Sonia Gipson Rankin, Rosa Cervantes, Nissane Capps, Quinton Freeman, Deanna Sanchez-Mulcahy, Angela Pacheco, Laura Valdez, Les Myers, Tracy Owen, Shannon Saavedra</i>
<b>Absent</b>	<i>Krystal McCutchen, Anne Compton, Glenda Johnson, Tanaya Brown, Jennifer Gomez-Chavez, Pam Agoyo, Scott Carreathers, Jenna Crabb</i>
<b>Recorder</b>	Shannon Saavedra

**Agenda & Minutes**

Topic	Presenter(s)	Summarized Notes
1. Call to order	Stephanie	

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2. Report from Sub-Committees	Committee chairs	<p>1. Cross Colleges</p> <ul style="list-style-type: none"> <li>○ Revised online orientation advising section, clarifying requirements for second degrees.</li> <li>○ Re-clarified process for students moving from one college to another (remove each others holds if moving majors),</li> <li>○ Gave registrar feedback for F codes, getting data from LoboAchieve (record of visits and demographics),</li> <li>○ Orientation assessment, tweaking</li> <li>○ Probation/suspension/deans list,</li> <li>○ UC has provided compatible courses for CTA &amp; FM providing best practices. Ultimately, schools can do what they want.</li> <li>○ Allow any college advisor Foundations course modification form.</li> <li>○ On agenda for rest of semester: <ul style="list-style-type: none"> <li>▪ Reviewing holds, Grade replacement policy, Branch campuses (restrictions),</li> <li>▪ Tracy brings up the point of developmental work taking longer.</li> <li>▪ Students need to acknowledge they are aware of the consequences of their possible bad decisions.</li> </ul> </li> </ul> <p>2. Advisor Institute – looking at expanding spring to full day. Think tank, team building. Scheduled for May 23<sup>rd</sup>. in CTLB 127, work shop day. Feel like advisors have a voice.</p> <ul style="list-style-type: none"> <li>○ Review of what they've put out there. Promotional material. Can it help us do what we want it to do.</li> <li>○ Group setting, screen casting for math updates.</li> </ul>

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		<p>3. Advise – I</p> <ul style="list-style-type: none"> <li>○ Don't want to get rid of the grass roots feel necessarily. Move towards being more structured and mandated. Get rid of mandated, but that we have changed the culture in that is what we do. So it can become institutionalized. Build culture and structure.</li> <li>○ Stephanie - If it is not satisfying their needs for grassroots, they could create a new or other option.</li> <li>○ Laura – feedback from her college is that too much time is spent on a tiny issues. Need a facilitator possibly.</li> <li>○ Florencio – so which is, pick one. Grass roots or mandated. Maybe rebranding. If this is what we need to do then we need to do it.</li> <li>○ Nissane – need to tell higher ups that it is ok to close down.</li> <li>○ Sonia - Be purposeful, intenful, not a time filler. Need some thinking time that is purposeful.</li> <li>○ Steph – Can we put an electronic communique for feedback on the changes we want to see happen. Does it need a new name? Still requiring a committee.</li> <li>○ Follow-up at next pca. Advisor Advocacy group. To replace it, occur anonymously.</li> </ul> <p>4. Advisement Communication:</p> <ul style="list-style-type: none"> <li>○ Each college rotates for articles, college updates (rotate), CEOP/Steph/OUA/Mara regular.</li> <li>○ Myth busters of advising, anonymous to a dear Shannon (will put link on advisement website).</li> </ul>

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	Stephanie & Sonia	<p><b>5. Advising Awards</b></p> <ul style="list-style-type: none"> <li>○ Laura likes individual because of cash reward.</li> <li>○ Sonia has the idea of awarding a unit as . As a recommendation not just 2 people.</li> <li>○ Increase marketing to increase student letters. Sonia wants another system to promote excellence, new approaches, etc.</li> </ul> <p><b>6. How often should we meet?</b></p> <p><b>7. How can we prepare for new person and how can we support them?</b></p> <p><b>8. For now meet monthly and increase meeting to 1.5 hours.</b></p> <p><b>9. Homework: Review purpose of committee, structure, membership, needs.</b></p>
1. Adjournment	Stephanie	<p>Meeting ended at 4:00 P.M.</p> <p><b>Next meeting scheduled for February 13<sup>th</sup>, 2017 3-4:30.</b></p> <p><b>Future meetings will be the second Monday of every month from 3-4:30.</b></p>