



PROVOST COMMITTEE FOR ADVISING
Meeting Minutes
October 13, 2014

Meeting

Item	Description
Date	October 13, 2014
Time	10:00 a.m. to 11:30 a.m.
Location	Arts & Sciences Conference Room

Attendees

Role	Name
Facilitator	Vanessa Harris
Present	<i>Stephanie Hands, Len Malry, Linda Melville, Steve Peralta, Alec Reber, Shannon Saavedra, Tracy Wilkey, Laura Valdez, Tracy Skipp, Lisa Stewart, Lourdes Garcia-O'Keefe, and Jennifer Gomez-Chavez, Catherine Montoya</i>
Absent	<i>Pamela Agoyo, Robben Baca, Smith Frederick, Andrew Gonzalez, Joan E. Green, Todd Hynson, Tammy Strickler, Joan Green, Deanna S. Mulcahy, Henry Villegas, Lorena Blanco, Scott Carreathers, Krystal McCutchen, Rosa Cervantes, Suzie Vigil, and Paige Briggs.</i>
Recorder	Shannon Saavedra

Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Advisor Institute	Shannon	<ul style="list-style-type: none"> October 16, SUB 8-4:30 Deadline to register was the 13th at 5 Theme: spectrum of advising
2. College Updates		BLA – Tracy Skipp <ul style="list-style-type: none"> First program review Working with Dr. Holder Getting good recommendations



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3. NSO Review	Vanessa	<ul style="list-style-type: none"> • Stephanie asked for evaluations from students from NSO SS2014. Chriselle will get these ASAP. • Steve Peralta requested that he: <ul style="list-style-type: none"> ○ Needs more time with the students. Vanessa clarified to ask what he is spending most of his time doing. He said finding the right classes. <ul style="list-style-type: none"> ▪ Laura & Steph said they would have trouble filling more time. ○ Athletes were picking up 45 minutes before they were supposed to ○ Holds were being released early (when students were switched to his group from other groups). Gave students the impression they didn't need advisement. <ul style="list-style-type: none"> ▪ Laura suggested to wait for change list before lifting holds. ○ Does not want to pressure students to register for 15 hours. <ul style="list-style-type: none"> ▪ Vanessa suggested to make sure to put in comments you discussed the need for 15 hours.



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NSO Updates (continued)		<ul style="list-style-type: none"> ▪ Suggested requesting it added as a speed note. Stephanie pushed students to find something just in case. Even if on wait list (Laura said). ○ Open new Chemistries earlier and not schedule them at the time of the lecture that is open. Also new 162 courses not scheduled at same time as chem. • Vanessa suggested having a ppt a head of time to cut down on time. <ul style="list-style-type: none"> ○ Steph did not think that would help as much as she would like. • Vanessa asked Chriselle if we could add a question in the pre-questionnaire if students have pending AP scores. <ul style="list-style-type: none"> ○ Steve said he gives them a sheet before hand that includes questions like: Are they an athlete, have dual credit/AP/IB. • Tracy Wilkey stated her lists were not accurate. Andersons process: Presentatation, registration, 1 on 1. Would encourage them to come back if they needed to. • We need a website for placement.



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4. NSO Updates (continued)		<ul style="list-style-type: none"> • Catherine from AISS helped A&S in big groups. • Len stated things went well. • Stephanie’s group did a lot of pre-work. (email and call) <ul style="list-style-type: none"> ○ Laura said they would email them to ask them if that was still their major. • Wants to see results from pearson. • Chriselle said they’re changing the process to check in by college. • Chriselle also stated that they are having to abide by the Clery Act, mandating COSAP/Sexual violence. We will be fined if student misses. Impacts everyone. • Meeting 11/17/14 Deanna added: checking majors as they check in. Change list change in during lunch time, which left no time.
5. Pre-Major moved to college	Vanessa	<ul style="list-style-type: none"> • Students will be moved with the exception of Health Sciences and undecided. Nothing will change in FA & EN (will get attributes of right major). • Students audit/standing will stay as UC, but really the colleges responsibility, starting Fa /14 and beyond they are the colleges responsibility. • We will have a training for Probation/Suspension mid December for colleges not used to doing it.

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6. Holds	Alec	<ul style="list-style-type: none"> • Someone in each department received a process on how to ask IT to automatically place holds: admission, semester, program changes, etc. Look to see if you still need them/ change them. Have the list back by the end of the month. • Tanaya replacing Alec • Vanessa would like everyone to look at the amount of holds you are putting on.
7. LoboAchieve <15 hours flag	Vanessa	<ul style="list-style-type: none"> • We should still reach out to these students even if EM called them. • Should we activate texting option in LA?
8. Lobo Reading	Jennifer Gomez-Chavez	<ul style="list-style-type: none"> • Trash dinner, you and a student can come.
9. Non-degree advisement for International students	Linda Melville	<ul style="list-style-type: none"> • Need to work on a process for this.
10. Need a chair for a new Newsletter Committee	Vanessa	<ul style="list-style-type: none"> • Volunteers?
11. Adjournment	Vanessa	<p>Meeting ended at 10:03 A.M.</p> <p>Next meeting will be held Monday, March 17, 2014 at 9:00-10:30 AM.</p>

4 Action Items

Date	Action Item	Owner	Status	Due Date
10/13/14	Create placement page on advisement.unm.edu	Shannon	Open	

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10/13/14	Need a chair for newsletter committee	Vanessa	Open	
10/ 13/14	Need a chair for Awards Committee	Laura	Open	

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