



PROVOST COMMITTEE FOR ADVISING

Minutes

October 21, 2013

Meeting

Item	Description
Date	October 21, 2013
Time	9:00 a.m. to 10:30 a.m.
Location	Scholes Hall - Roberts Room

Attendees

Role	Name
Facilitator	Vanessa Harris
Present	<i>Pamela Agoyo, Robben Baca, Stephanie Hands, Vanessa Harris, Catherine Montoya, Deanna S. Mulcahy, Steve Peralta, Alec Reber, Shannon Saavedra, Daniel Sanford representative, Tracy Wilkey and Henry Villegas</i>
Absent	<i>Lorena Blanco-Silva, Paige Briggs, William S. Carreathers, Amie Chavez-Aguilar, Jenna Crabb, Smith Frederick, Lourdes Garcia-O'Keefe, Jennifer Gomez-Chavez, Andrew Gonzalez, Joan E. Green, Todd Hynson, Krystal McCutchen, Linda Melville, Ann M. Oechsler, Alec Reber, Tracy Skipp, Lisa Stewart, Tammy Strickler, and Laura Valdez</i>
Recorder	Connie Jefferson

Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. College Updates		<p>Deanna:</p> <ul style="list-style-type: none"> New Advisor has been hired. Upcoming event on Nov. 1st "Spring Awakenings" <p>Steve:</p> <ul style="list-style-type: none"> All incoming Freshmen received an email in 100 level classes <p>Pam:</p> <ul style="list-style-type: none"> AISS has received over 300 RSVPs for the "High School Junior Day" event on 10/23 at the Center. <p>Tracy:</p> <ul style="list-style-type: none"> ASM has hired 2 new advisors Florencio Olguin BBA Advisor and Tiffini Porter MBA Advisor.



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		Henry: <ul style="list-style-type: none"> Nicole Brody has left UNM so a new advisor will be hired.
		Shannon: <ul style="list-style-type: none"> Banner Training and LoboAchieve 2014 training schedule is now available in Learning Central. Advisor Passport updated. Discussion ensued about combining these training sessions into one.
2. LoboAchieve Updates	Vanessa	There are 2 new roles in the BAR because of LoboAchieve: <ul style="list-style-type: none"> Graduate student roles & Faculty Advisor 2 (requires LoboAchieve) New system features: <ul style="list-style-type: none"> *Help* button allows students access to tutoring services, to faculty and to solicit help *Student Intake* to rollout in the Spring. May be customized for use during NSO for questions *Calendar* drag & click to move appointments to others; and easier to group Advisors and Administrators *CAPS* scheduling; course options and location of tutors

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		<ul style="list-style-type: none"> • Banner Loboweb comments will be uploaded once during a semester. The goal is to enter comments in AdvisorTrax for noncurrent & prospective students. • Advanced search options to track “flags” and advisor’s activity
3. Early Alert Template for Advisors	Vanessa	<p>Template for Emailing Students Regarding Flags example provided. Discussion ensued.</p> <p>Committee requests: Add reference to ‘faculty’ member directly to go to “If you are not sure” and “Perhaps this flag has been raised”</p> <p>Faculty flags for “not turning in assignments” is enabled for everyone</p> <p>“Completion in Progress” more of an advisor kudo than a flag</p>
4. Advising Report Card and Learning Outcomes	Vanessa	<p>Advising Complaint Form example provided. The Strategic Advising Committee members, Pam Stephanie, Deanna, Tracy and Henry will provide updates to the Committee.</p>
5. CNM/UNM Transfer Day	Vanessa	Oct. 25, 2013



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6. Skype Advising	Vanessa	<p>Discussion ensued and there is still interest.</p> <p>“Dropbox” usage. Alec shared this method is incredibly insecure and totally hackable for syncing files and online storage.</p>
7. Advisor Institute Update	Shannon	<p>Participant’s feedback from last event was presented.</p> <p>Committee provided suggestions on how to improve on participation:</p> <ul style="list-style-type: none"> • Provide networking opportunity • Incentivize to get feedback-captured at the end of the breakout sessions • How to capture experience of “theme” and honor advisors • Need more door prizes and giveaways • Invite speakers from other institutions
8. Student Success Center	Vanessa	<p>Coaching update: Student who have received an “early alert” will be assigned a coach especially those taking online courses in rural areas.</p> <p>FoE update: Committees have been formed for NSO enhancement and Advising</p>



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9. Adjournment	Vanessa	Meeting ended at 10:15 AM. Next meeting will be held Monday, 11/18/2013 at 9:00-10:30 AM in Scholes Hall Roberts Room

4 Action Items

Date	Action Item	Owner	Status	Due Date
10/21/2013	LoboAchieve Comments policy to be created and presented to the Committee	Vanessa	ONGOING	
	Skype Advising cost & process to be presented to the Committee	Vanessa	ONGOING	
8/28/2013	Funding request will be made to the Provost to support the mandated Advisor Institutes for the Fall and Spring.	Vanessa & Stephanie	ONGOING	
	Request for volunteers - LoboAchieve *Early Alerts* subcommittee to create policies on how long the alerts should stay on the student's records and all other issues.	Volunteers: Henry, Chair Andrew Deanna Stephanie Steve Tracy	ONGOING	
	Request for volunteers - Strategic Advising Committee to create the process for a "Feedback" form/survey to be used by students, parents, staff and faculty. Agenda Item 2: Advising Report Card and Learning Outcomes.	Volunteers: Pam, Chair Deanna Henry Stephanie Steve Tracy	ONGOING	May, 2014