



PROVOST COMMITTEE FOR ADVISING
Meeting Minutes
November 17th, 2014

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

Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Review Minutes from October meeting	Stephanie	<ul style="list-style-type: none"> Approved
2. College Updates	Stephanie and Tracy	A&S - Stephanie A. A&S Hired 8 new people ASM – Tracy Wilkey B. ASM hired 2 new people



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3. Probation & Suspension	Stephanie	<p>A. Probation/Suspension</p> <ol style="list-style-type: none"> 1. Laura provided a list of what her populations looked like to help other colleges prepare (Stephanie passed it out). 2. How we pull info from MyReports. Stephanie has been working on refining this report. Lists will be available by 12/18/14. 3. Will have to keep an eye on late starting courses that these students are in. Will have to look at each one to see if the course will make a difference. 4. A&S trying to automate as much as possible. Trying to do appeals by 1/7/15 (so is ASM). 5. 12/15 from 1-3 there will be a probation/suspension training in Travelstead Hall room 125. This will be available for sign up through Learning Central. 6. Check 1.7 vs 2.0 (<31 hours) taking language out for next year. 7. Share best practices with Shannon by 21/1 for Probation/suspension training. <p>B. Cross Colleges</p> <ol style="list-style-type: none"> 1. Looking for feedback from OILS. OILS will get it back. Education may have refinements. Any additional edits, send to Steph. 2. Flags and referrals <ol style="list-style-type: none"> a. COE students with faculty advisement are being handled by Brittany or Smith.

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		3. Bring up in next meeting: Dual degree, double major, double dipping. Articulate a policy.
4. Operation Registration	Jen Gomez-Chavez	A. Asking for volunteers. B. Encouraging students to talk to their advisors now.
5. No more IS courses	Vanessa	A. Special support courses offered through UC & A&S. a. Steph was looking into seeing if reading and English can be combined. b. Math: Quantitative Analysis c. Reading: A UNIV course d. Compass: Looking at Alecks or Pearson to replace it.
6. Communication Plan for Advising	Vanessa	A. Need a chair for this. We need to tell our staff. Market what we are doing. Pairing with the newsletter possibly. Communicate what we do with LoboAchieve & Faculty. Could be someone in a department, not necessarily in PCA.
7. Need a faculty member for committee	Vanessa	A. Please let V know.
8. Scheduling for 2015	Vanessa	A. Will send out a doodle poll
9. Data Mart	Vanessa	A. In spring will have a training.
10. Adjournment	Vanessa	Meeting ended at 10:30 A.M. Next meeting will be scheduled in January 2015. B.

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	
11/17/14	Need a chair for Communication Committee	Vanessa	Open	
11/17/14	Need a faculty member for this committee	Vanessa	Open	

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