



## PROVOST COMMITTEE FOR ADVISING

### Minutes

November 18, 2013

#### Meeting

Item	Description
Date	November 18, 2013
Time	9:00 a.m. to 10:30 a.m.
Location	Scholes Hall - Roberts Room

#### Attendees

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

#### Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. College Updates		<p>Alec:</p> <ul style="list-style-type: none"> <li>Class load limit increase requests are up based upon a 3.0 GPA and past performance. Colleges set these policies and advisors must adhere</li> </ul> <p>Shannon:</p> <ul style="list-style-type: none"> <li>Advise-L meeting will be on Dec. 3<sup>rd</sup> with a holiday cookie exchange</li> </ul>

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2. AdvisorTrac/Tutor	Vanessa	<p>AdvisorTrac Committee members will meet 11/21 at 8:00 AM to discuss the following:</p> <ul style="list-style-type: none"> <li>• Determine how much of the old data do we really need</li> <li>• Paper based systems</li> <li>• Migration to Banner or ODS</li> <li>• Identify the different campus advising systems</li> <li>• Identify what the plan is to be for storage and migration of the data</li> <li>• Contract renewal</li> </ul> <p>TutorTrac Committee members will meet 12/5 at 9:00 AM to discuss the following:</p> <ul style="list-style-type: none"> <li>• Determine how much of the old paper data do we really need</li> <li>• Migration to Banner or ODS</li> <li>• Identify all campus locations</li> <li>• Identify what the plan is to be for storage and migration of the data</li> <li>• Contract renewal</li> </ul>



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3. Upcoming Meetings	Vanessa	Strategic Advising Committee members will meet 11/20 at 4:00 PM to discuss the following: <ul style="list-style-type: none"> <li>• Feedback document to be used by students, staff, faculty and parents as an Advising Report Card/Assessment documenting learning outcomes</li> <li>• Outcomes &amp; Evaluations for best practices in place by March 2014</li> </ul> LoboAchieve Early Alert Advising Committee members will meet 12/2 at 11:00 AM
4. Upcoming Events/Meetings	Vanessa	Operation Registration will be held on 12/2 at 10:00 PM – 2:00 AM

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5. LoboAchieve Updates	Vanessa	<p>There is some pushback from Faculty and OGS</p> <p>Close-the-loop discussion ensued: Advisors should “close-the-loop” by clearing the flags. This is a requirement and measures and repercussions will be implemented when flags are not cleared within 1 to 2 weeks.</p> <p>Flags will be sorted by creation date to assist Advisors to close-the-loop.</p> <p>There should be a clear process to identify who contacts the student first and comments must be captured.</p> <p>SOE will be first model of this process beginning next week as they now will advise their undergraduate students.</p> <p>Result: Establish best practices on clearing flags to close the loop</p> <p>New system features:</p> <ul style="list-style-type: none"> <li>• Reports will be available to Advisors online by mid-Spring in “advanced” search options in LoboAchieve with the following information               <ol style="list-style-type: none"> <li>a) Notes entered</li> <li>b) Appointment types</li> <li>c) Student classification</li> <li>d) Campus code locations</li> </ol> </li> </ul>
6. Other	Krystal and Andrew	More to come in January about the upcoming Advisor Institute



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7. Adjournment	Vanessa	Meeting ended at 10:30 AM.  <b>Next meeting will be held Monday, 12/16/2013 at 9:00-10:30 AM in Scholes Hall Roberts Room</b>

### 4 Action Items

Date	Action Item	Owner	Status	Due Date
11/18/2013	Discussion of class load limit increases to be presented at a future PCA meeting	Vanessa	ONGOING	
	Create best practices for clearing flags to Close-the-loop	Shannon	ONGOING	
	Refresher training required for Advisors to maintain access to advising system(s) by a quiz/test	Shannon	ONGOING	
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	

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	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

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