



PCA Meeting Minutes

1 Meeting Logistics

Item	Description
Date	11/26/2012
Time	1:00-2:30
Location	Scholes Hall, Roberts Room

2 Attendees

Role	Name
Facilitator	Stephanie Hands
Members Present	<i>Laura Valdez, Deanna Sanchez-Mulcahy, Lourdes Garcia-O'Keefe, Jennifer Flores, Krystal McCutcheon, Tracy Skipp, Stephanie Hands, Shannon Saavedra, Jen Gomez-Chavez, Megan Connor, Andrew Gonzalez, Lourdes Garcia-O'Keefe, Henry Villegas</i>
Members Absent	<i>Pam Agoyo, Lorena Blanco, Scott Carreathers, , Jennifer Crabb, Smith Frederick, Ann Marie Oechsler, Steven Peralta, Lisa Stewart, Todd Hynson, Antonia Amie Chavez-Aguilar, Tammy Strickler, Merle Kennedy, Alec Reber, Joan Green, Robin Baca, Nicole Jones, Veronica Mendez-Cruz, Vanessa Harris</i>
Recorder	Shannon Saavedra

3 Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
Introductions		
Minute approval	Stephanie	Minutes adjustment, cross colleges 6 not 12.
Roadmaps	Stephanie	Continuation from previous meeting. See email that was sent from Vanessa. Try and leave Formulas so numbers add up. Get them back to her. Needs them before we leave for winter break) Consistency is important to compare and contrast (students can compare and contrast).
Starfish Update	Stephanie	Starting to look at roles and privilege sets. Some colleges will not want advisors to control their own calendar. Need to add faculty mentor (Lourdes has some in engineering). We need to have a meeting to see starfish before we can make any decisions. What alerts do we already have? What do we want to see? In a perfect world what you'll u like to communicate to your student. Think about timing to be. Consistent. Have that by next meeting.



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Topic	Presenter(s)	Summarized Notes
Committee Updates	Committee chairs	<p>4. Institute committee: Institute for spring 22nd (Wednesday) start thinking of who you want as a consultant. Think of something by January. Send it to Krystal or Andrew.</p> <p>Manual committee: meeting in a few weeks, advising at a stand still without OLIT intern.</p> <p>Advising award: website up, still working on website (PCA), no group award bc not enough . Supervisors can award but do not have to. Marketing in January.</p> <p>Cross colleges: defined scope, will discuss college vs university policy. College processes' campus wide communication.</p> <p>Strategic planning: being rescheduled. Still working on learning objectives.</p>
General announcements	Jen Gomez-Chavez,	<p>A) Thursday February 7th success summit follow up register through learning central. Mid year review. In website: success.unm.edu, everybody is welcome. Providing lunch.</p> <p>B) Operation registration: think outside of box and reach them as they are registering. Student housing and advisors will be there from 10 pm- 2 am. Help them with registration. Goal to expand to commuter students for future semesters. Push for freshmen, but anyone can go. Src, Casas, hakona and Coronado.</p>
	Stephanie	January meeting: FOA recommendations will be reviewed by Jen and v, final report by march. Will have institute feedback. Update as to where we are at for committees.

4 Action Items

Date	Action Item	Owner	Status	Due Date
12/21/12	Need to send Road maps to			



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	Vanessa by Winter break (at the latest)			
12/10/12	Early alert options			