

PROVOST COMMITTEE FOR ADVISING
Meeting Minutes
February 18th, 2015

Meeting

Item	Description
Date	February 18, 2015
Time	1:00-2:30
Location	Arts & Sciences Conference Room

Attendees

Role	Name
Facilitator	Vanessa Harris
Present	<i>Stephanie Hands, Shannon Saavedra, Tracy Wilkey, Laura Valdez, Andrew Gonzalez, Anne Compton (for Daniel Sanford), Lisa Stewart, Smith Frederick & Brittany Padilla, Tracy Skipp, Krystal McCutchen, Deanna S. Mulcahy, Henry Villegas, Tanaya Brown</i>
Absent	<i>Robben Baca, Paige Briggs, Todd Hynson, Tammy Strickler, Lorena Blanco, Rosa Cervantes, Suzie Vigil, Linda Melville, Amy Vance-mullins, Joan Green, Scott Carreathers, Len Malry, Steve Peralta, Jennifer Gomez-Chavez, Catherine Montoya (for Pam Agoyo), Rosa Cervantes.</i>
Recorder	Shannon Saavedra

Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Review Minutes from October meeting	Vanessa	<ul style="list-style-type: none"> • Approved
2. College Updates		<ol style="list-style-type: none"> 1. Laura: Put a reception on for Deans list recipients. Expecting 300 people. 2. CAPS: Provided handout. New writing & language center. Online tutoring new, no more smart thinking (they built something internal). 3. Tracy: Adding videos to their website about their program. 4. Henry: Having a fair to help athletes decide on a major on March 3rd. 5. Smith: Come see renovations, phase 2 in 4 weeks. 6. Steph: Posting 2 positions.

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3. Fast Info changes	Vanessa	<ol style="list-style-type: none"> 1. Vanessa will be emailing questions for review. 2. You will receive an alert in LA, please respond in 48 hours. 3. If you have a chat option on your website please remove it.
4. Maturity Matric for Advising	Vanessa	<ol style="list-style-type: none"> 1. Vanessa will send it to everyone. Please provide learning outcomes for your center (will talk more about this during the cross colleges meeting). 2. If you are doing a survey please send results to Vanessa so she can include it. We do not have a general advising survey yet, we are looking at doing one campus wide that is sent a few times a year to students. 3. Vanessa may call and ask questions to help her fill out matric. Deanna asked if centers can provide own comments as well and Vanessa said yes. She also requested that IFDM be sent a separate one, Vanessa said yes. 4. Make sure that each College's degree map and audit are correct. Deanna is running into issues with getting hers updated. She has sent in requests multiple times and it has not been updated. Vanessa suggested going through her for the updates. 5. Address early alerts in a timely manner. Make sure you have closed the loop and reached out to the student. We will send out a how to do early alerts through Advise-L.
5. Advising Events	Vanessa	<ol style="list-style-type: none"> 1. Not a lift a hold event. If you want to lift holds it is up to each departments discretion. Everyone should attend. Second event – show students how to use roadmaps.
6. LoboAchieve updates	Vanessa	<ol style="list-style-type: none"> 1. New "Help Button" option added. Students in distress will be sent to directors. Will be sending an email to colleges so they know what flags are out there. 2. Success Navigator will report will be added to new students. 3. Datamart/myreports reports will be added so you can run your own reports.

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7. Sub Committee Reports		<ol style="list-style-type: none"> 1. Cross Colleges having a retreat 2. Communication – Working on first newsletter. Should be sent out early March. Want to get info put on SUB’s TV about advising; as well as in the UNM minute. Advisement website launched next week. 3. Institute – Laura taking over while Shannon is off. Available for sign up through Learning Central.
7. Adjournment	Vanessa	<p>Meeting ended at 2:30 P.M.</p> <ol style="list-style-type: none"> 1. Next meeting scheduled for March 18th, 2015 1-2:30. Future meetings will be the third Wednesday of every month from 1-2:30.

4 Action Items

Date	Action Item	Owner	Status	Due Date
10/13/14	Create placement page on advisement.unm.edu	Shannon	Closed	2/23/15
11/17/14	Need a faculty member for this committee	Vanessa	Open	
2/18/15	Need a student member for this committee	Vanessa	Open	