



PROVOST COMMITTEE FOR ADVISING  
**Meeting Minutes**  
March 16, 2015

I. Meeting

Item	Description
Date	March 16, 2015
Time	2:30 pm to 4:00 pm
Location	Dean of Students Conference Room

II. Attendees

Role	Name
Facilitator	Vanessa Harris
Present	<i>Tanaya Brown, Ann Marie Compton (for CAPS), Brittany Padilla for Smith Frederick, Stephnie Hands, Catharine Montoya (for Pam Agoyo), Steven Peralta, Deanna Sanchez-Mulcahy, Tracy Skipp, Kate Williams 9for Tracy Wilkey), Vanessa Harris</i>
Absent	<i>Lorena Blanco, Paige Briggs, Scott Carreathers, Rosa Cervantes, Jennifer Crabb, Jennifer Gomez-Chavez, Andrew Gonzalez, Todd Hynson, Glenda Johnson, Len Malry, Krystal McCutchen, Shannon Saavedra, Laura Valdez, Ken Van Brott, Kenry Villegas</i>
Recorder	Aaron Russell

III. Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Review Minutes from February meeting	Vanessa	<ul style="list-style-type: none"> <li>Approved</li> </ul>
2. Maturity Metric	Vanessa	<ul style="list-style-type: none"> <li>Vanessa will be sending out as a draft soon.</li> </ul>
3. Review of ASUNM Event – Ask an Advisor	Vanessa	<ul style="list-style-type: none"> <li>A. Thaks for all that attended</li> <li>B. Issues – Advisors did not use the sign-in sheet <ul style="list-style-type: none"> <li>i. 42 signed in</li> <li>ii. Participants should be signing in due to FERPA waiver.</li> </ul> </li> </ul>

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4. Operation Registration	Vanessa	<ul style="list-style-type: none"> <li>A. April 30<sup>th</sup> – SUB Ballroom C – 10AM to 2 PM</li> <li>B. Colleges – Please let Vanessa know who will be participating from your college.</li> <li>C. Will give a chance to spotlight courses with SI's and other services</li> </ul>
5. Update from CLAC	Vanessa	<ul style="list-style-type: none"> <li>A. Students turned away from Centers based on not being admitted to that program yet.</li> <li>B. Alex and Vanessa meeting to determine how these students should be coded.</li> <li>C. Students need to not show in UC when they have moved to other colleges.</li> </ul>

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6. Committees	Stephanie And Vanessa	<p>A. Cross College</p> <p>a.</p> <p>i. -Stephanie: 2 Day retreat. Covered Vision, mission, etc.</p> <p>ii. Vanessa: Diversity statement will be vetted with PCAS Committee. All advisement centers should adhere to this model.</p> <p>iii. Pending Graduation list: Getting each college to advise <b>intended</b> majors without students having to speak to <b>old</b> college's advisors</p> <p>B. Vanessa: Introduced Advising Unit Outcomes</p> <p>C. Tracy: Working on minors list</p> <p>D. Working on "Meta" majors</p> <p>E. Colleges Need to provide top 10 questions</p> <p>F. Communication</p> <p>a. Newsletter going out April 1<sup>st</sup></p> <p>i. "Lobo Advising Quarterly Connection"</p> <p>ii. Send additions to Kelsie Molo</p> <p>G. Survey</p> <p>a. Surveys will be sent out</p> <p>i. Trying to make a summer benchmark</p> <p>H. Transfer</p> <p>a. Trying to pin down what</p>

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7. LoboAchieve	Vanessa	A. Hobson Purchase B. Request Help C. Student Success Navigator
8. SZADEGR – for a placeholder for graduation even through not graduating this semester	Vanessa	A. CFA has been using as a placeholder and it has been made clear that this needs to change. B. Students are being left in the wrong semester when pending for graduation in order to show up in the catalog.
9. Announcements	Vanessa	A. Next meeting on April 20 <sup>th</sup>

**4 Action Items**

Date	Action Item	Owner	Status	Due Date
10/13/14	Create placement page on advisement.unm.edu	Shannon	Closed	4/1/2015
10/13/14	Need a chair for newsletter committee	Vanessa	Closed	2/1/2015
10/ 13/14	Need a chair for Awards Committee	Laura	Closed	2/1/2015
11/17/14	Need a chair for Communication Committee	Vanessa	Closed	2/1/2015
11/17/14	Need a faculty member for this committee	Vanessa	Open	

A.