



PROVOST COMMITTEE FOR ADVISING  
**Meeting Minutes**  
March 17, 2014

**Meeting**

Item	Description
Date	March 17, 2014
Time	9:00 a.m. to 10:30 a.m.
Location	Scholes Hall - Roberts Room

**Attendees**

Role	Name
<b>Facilitator</b>	Vanessa Harris
<b>Present</b>	<i>Armando Bustamante, Jenna Crabb (Sub-Caitlin Henke), Stephanie Hands, Deanna S. Mulcahy, Len Malry, Linda Melville, Steve Peralta, Alec Reber, Shannon Saavedra, Henry Villegas, Tracy Wilkey and Tracy Wilkey</i>
<b>Absent</b>	<i>Pamela Agoyo, Robben Baca, Paige Briggs, Smith Frederick, Lourdes Garcia-O'Keefe, Andrew Gonzalez, Joan E. Green, Todd Hynson, Catherine Montoya, Ann M. Oechsler, Tracy Skipp, Lisa Stewart, Tammy Strickler and Karla Paul</i>
<b>Recorder</b>	Connie Jefferson

**Agenda & Minutes**

Topic	Presenter(s)	Summarized Notes
1. Minutes Review	Vanessa	February 17, 2014 minutes reviewed. Committee suggested removal of names for those not regularly attending meetings: <ul style="list-style-type: none"> <li>• Lorena Blanco-Silva</li> <li>• W. Scott Carreathers</li> <li>• Amie Chavez Aguilar</li> </ul>

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2. College Updates		Stephanie Hands (A&S Advisement) <ul style="list-style-type: none"> <li>• Core sheet changes being considered by the Faculty Senate. Discussion ensued</li> </ul> Vanessa (Director of UA) <ul style="list-style-type: none"> <li>• IS Reading discussion with Dan and Aeron for Fall 2014 will not change but changes may take place Fall 2015. Discussion ensued</li> </ul>
3. NSO Updates	Vanessa	Next meeting March 26. Vanessa will send out list of goals as soon as available. Discussion ensued concerning: <ul style="list-style-type: none"> <li>• Session will last 4 hours per day</li> <li>• Ethinc Centers NSO time is condensed</li> <li>• iClickers will be used</li> <li>• More ToDos and guidebooks to be available</li> <li>• Compass testing on campus-cost applies if taking the Math &amp; English tests multiple times</li> <li>• FUP on testing into STRETCH classes Pre-registration required for Math &amp; English               <ol style="list-style-type: none"> <li>a. At orientation a pilot survey will be provided for students to inform us of the best day/time for taking the compass tests</li> <li>b. Vanessa does not want the students to be able to drop these courses</li> </ol> </li> </ul>



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NSO Updates (continued)		<ul style="list-style-type: none"> <li>Deanna informed the group of the requirement for music majors which can be as high as 30% of the freshman population and they will need to take placement test during NSO before they can register.</li> </ul>
4. Spring Advisor Institute (May 20)	Shannon	<p>The committee has not finalized the location but is looking on Main campus and North campus.</p> <ul style="list-style-type: none"> <li>Awards will be presented; nominations deadline in April</li> <li>Plenary sessions in the AM</li> <li>Workshops in the PM</li> </ul> <p>Steve suggested contacting the Centennial Engineering Center</p>
5. Other	Vanessa	Advise-L listserv will be contacted for NSO updates
6. Adjournment	Vanessa	<p>Meeting ended at 10:03 A.M.</p> <p><b>Next meeting will be held Monday, March 17, 2014 at 9:00-10:30 AM.</b></p>

**4 Action Items**

Date	Action Item	Owner	Status	Due Date
3/17/2014	NSO updates will be provided	Vanessa	ONGOING	
3/17/2014	Information will be provided on the core sheet changes	Vanessa	ONGOING	
2/17/2014	Spring Advisor Institute event update will be provided at 3/17/14 meeting	Krystal/Andrew	ONGOING	3/17/2014



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2/17/2014	Advisor-to-Student Ratio spreadsheet to be electronically transmitted	Vanessa	Done	2/17/2014
2/17/2014	Spring 2014 Early Alerts schedule will be sent to Athletics and others	Vanessa		
2/17/2014	LoboAchieveinfo.unm.edu updates to include <ul style="list-style-type: none"> <li>• Degree Audit</li> <li>• Filters</li> <li>• How To Do</li> </ul>	Vanessa/Shannon	ONGOING	
11/28/2013	Discussion of class load limit increases to be presented at a future PCA meeting	Vanessa	ONGOING	
11/28/2013	Create best practices for clearing flags to Close-the-loop	Shannon	ONGOING	
11/28/2013	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	
10/21/2013	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	
8/28/2013	Request for volunteers - LoboAchieve *Early Alerts* subcommittee to create policies on how long the alerts should stay on the student's records and all	Volunteers: Henry, Chair Andrew Deanna Stephanie Steve	ONGOING	

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	other issues.	Tracy		
8/28/2013	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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