



PCA Meeting Minutes

1 Meeting Logistics

Item	Description
Date	March 19, 2012
Time	1:00-2:30pm
Location	Robert's Room

2 Attendees

Role	Name
Facilitator	Vanessa Harris
Members Present	<i>Stephanie Hands, Andrew Gonzalez, Veronica Mendez-Cruz, Laura Valdez, Shannon Saavedra, Jennifer Gomez-Chavez, Joan Green, Tammy Strickler, Merle Kennedy, Alec Reber, Anastasia Anderson, Megan Conner, Nicole Jones</i>
Members Absent	Jenna Crabb, Michele Steiner, Scott Carreathers, Pam Agoyo, Todd Hynson, Ann Marie Oechsler, Deanna Sanchez-Mulcahy, Greg Heileman, Henry Villegas, Krystal McCutchen, Lorena Blanco-Silva, Lisa Stewart, Smith Frederick, Steve Peralta, Tracy Skipp, Kim Kloepfel
Other Participants	Deborah Chavez in for Steve Peralta
Recorder	Jessica Flynn

3 Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
Review minutes	All	Disregard FedEx.
Advisor Roles	Shannon Saavedra	Vanessa, Shannon and Alec have been meeting with MCK. Looking to create camtasia for faculty to take training for overrides. Want to get it up by next week, so faculty is ready before registration. Some roles have capabilities that are not relevant for everyone who has them. Stephanie would like to see the roles simplified. Make core roles with add-ons. INB has to be attached to a core role. All new advisors should go through four day training. May need to tie it to a role. Need to define "advisor" and who needs which role. Laura suggested creating a checklist. Alec moved to decouple overrides from training. Approved.



PCA Meeting Minutes

Topic	Presenter(s)	Summarized Notes
Sub-committees	Stephanie Hands	Still time to recruit for non-PCA members. If name is missing, let Stephanie know. Add Laura to Advisor award and Advisor Institute. Professional development and Advisor Award are merging. Emails will go out with confirmation of committee members. Use as distribution list. Committees are also on sharepoint. Add Joan and Tammy to Sharepoint. Committees expected to meet before next PCA meeting. Stephanie will update chairs/let you know if one needs to be chosen. Jessica will add you to the agenda if you have something to present.
Advisor Award	Vanessa Harris	Advisor Award started during DGC Managers meeting. Preliminary nomination form handed out. Outline now. Rollout during Fall institute. Award during Spring Institute.
NACADA Review	Vanessa Harris	Received review. Will not be released until President and Provost have read it. Two of the major issues are the strategic plan and professional development. Consultants backed the Advisor Award. Suggested having President's award. More faculty involvement needed. Need to address the holds. Thirteen themes communicated through report. Praised having full support of administration.



PCA Meeting Minutes

Topic	Presenter(s)	Summarized Notes
A&S Changes	Stephanie Hands	See handout. Graduation and Admission changes. Must have Core Writing & Speaking, Math and Language, plus some major coursework. Departments will determine how much major coursework. Fall 2012, two courses are needed. A&S will identify students and automatically admit after major confirmation. Must go through department orientation for hold removal. Department advisors, college advisors, CAPS, Career Services present at orientation. Need other ways to communicate with students besides email. Updating majors is very important. Tested cohort with Biology. Psychology and Math cohorts testing now. Group is gone. Replaced with more upper division. 54 instead of 42. Foreign language 202 or higher/fluent speakers get credit for one 3 hour class. Current students entering A&S will be able to choose between new and old. New requirements start in Fall 12. Will eventually phase out transfer-in sessions.

4 Action Items

Date	Action Item	Owner	Status	Due Date
3/19/12	Send confirmation email for sub-committees	Stephanie Hands		4/9/12
3/19/12	Sub-committees meet for first time	All		4/9/12
3/19/12	Add Joan and Tammy to Sharepoint	Vanessa Harris		4/9/12

Notes: