

**PROVOST COMMITTEE FOR ADVISING**  
**Meeting Minutes**  
 March 7, 2016

**I. Meeting**

Item	Description
Date	March 7, 2016
Time	10:00 pm to 11:30 pm
Location	Arts and Sciences Conference Room

**II. Attendees**

Role	Name
<b>Facilitator</b>	Stephanie Hands & Vanessa Harris
<b>Present</b>	<i>Stephanie Hands, Catharine Montoya, Deanna Sanchez-Mulcahy, Tracy Wilkey, Quinton Freeman, Anne Marie Compton, Garcia-Okeefe Lourdes, Angela Pacheco, Krystal McCutchen, Shannon Saavedra, Laura Valdez, Vanessa Harris</i>
<b>Absent</b>	<i>Tanaya Brown, Pamela Agoyo, Scott Carreathers, Rosa Cervantes, Jennifer Gomez-Chavez, Todd Hynson, Glenda Johnson, Len Malry, Ken Van Brott, Smith Frederick, Tracy Skipp, Andrew Gonzalez</i>
<b>Recorder</b>	Shannon Saavedra

**III. Agenda & Minutes**

Topic	Presenter(s)	Summarized Notes
1. Approve previous minutes		<ul style="list-style-type: none"> <li>No Corrections</li> </ul>
2. Advisor Institute	Shannon	<ul style="list-style-type: none"> <li>½ day</li> <li>Freshmen updates</li> </ul>
3. Office of University Advisement Updates <ul style="list-style-type: none"> <li>a. Advising Process and Procedures</li> </ul>	Vanessa	<ul style="list-style-type: none"> <li>Reviewed by all colleges, then have PCA review on website for everyone to review. Provost wants advisement to be transparent.</li> <li>Then PCAS will approve</li> <li>Vanessa will update with edits and send out at the end of the week.</li> </ul>

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<p>b. Advising Complaint process</p> <p>c. College level advising goals</p>		<ul style="list-style-type: none"> <li>• Form will be put on website.</li> <li>• If supervisors get a complaint, please let Vanessa know.</li> <li>• Vanessa needs to know what everyone's SLO for students are. V is working with the Director of Assessment and will be sending out a draft. Goal is to align SLO's with UNM 2020 and CAS standards. Director of Assessment will do a workshop for cross colleges. This needs to be put in the catalog. The time frame: needs to be done by April. Discussion: Laura said that they're having a hard time b/c it was not given in time to look at.</li> <li>• PCA reports will be added to website.</li> <li>• We are turning away Gateway students. Students saying advisors are saying that they do not need to meet with them until they're admitted. What can the institution do to help with the transition?</li> <li>• Send email to Vanessa with ideas.</li> </ul>
<p>4. Add graduation date to comments</p>	<p>Vanessa</p>	<ul style="list-style-type: none"> <li>• Must add graduation date to appointments.</li> <li>• Discussion: Not always relevant, Everyone should be held to the same standards,</li> </ul>

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5. Holds	Stephanie	<ul style="list-style-type: none"> <li>• Everyone agrees to remove holds on inactive students.</li> <li>• Suspension holds will stay.</li> <li>• Steph will review this in myreports.</li> <li>• It was stated that students that were admitted under a coversheet were not receiving a hold. This will be followed-up on.</li> </ul>
6. Updates		<p>CAPS update: Busiest semester ever. They will be updating the way they handle probation contracts. CNM students should be utilizing CNM's tutoring center.</p> <p>Stephanie Update: Region 10 conference will add to busy time. Certifications, Institute, NSO, probation/suspension. Steph plans on having second half of week be Certs.</p>