

PROVOST COMMITTEE FOR ADVISING  
**Meeting Minutes**  
April 20, 2015

I. **Meeting**

Item	Description
Date	April 20, 2015
Time	1:00 pm to 2:30 pm
Location	Arts and Sciences Conference Room

II. **Attendees**

Role	Name
<b>Facilitator</b>	Stephanie Hands
<b>Present</b>	<i>Ann Marie Compton, Frederick Smith, Stephanie Hands, Catharine Montoya, Lourdes Georgia-Okeefe, Deanna Sanchez-Mulcahy, Tracy Skipp, Francis Olguin for Tracy Wilkey, Laura Valdez, Krystal McCutchen, Henry Villegas</i>
<b>Absent</b>	<i>Tanaya Brown Pamela Agoyo, Lorena Blanco, Paige Briggs, Scott Carreathers, Rosa Cervantes, Jennifer Crabb, Jennifer Gomez-Chavez, Andrew Gonzalez, Todd Hynson, Glenda Johnson, Len Malry, Shannon Saavedra, Ken Van Brott, Vanessa Harris</i>
<b>Recorder</b>	Aaron Russell

III.

IV.

V. **Agenda & Minutes**

Topic	Presenter(s)	Summarized Notes
1. Review Minutes from February meeting	Stephanie	<ul style="list-style-type: none"> <li>Approved</li> </ul>
2. Focus Group on Advisor Training Exam	Stephanie and Laura	<ul style="list-style-type: none"> <li>Spent the majority of the meeting reviewing each question on the exam and discussing the exam's use and future.</li> <li>Laura Valdez recorded all suggested corrections/changes</li> </ul>

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3. Discussion of Maturity Matrix	Stephanie	<ul style="list-style-type: none"> <li>• There is some confusion regarding how the matrix will be used including:               <ul style="list-style-type: none"> <li>- Who is it given to?</li> <li>- What will it mean for departments?</li> </ul> </li> <li>• Stephanie Hands will follow up with Vanessa.</li> <li>• A follow up meeting is scheduled for Tuesday the 28<sup>th</sup> @ 3:00 pm</li> </ul>
4. Committees		Time did not permit discussion of this item.
5. Announcements	Stephanie	<ul style="list-style-type: none"> <li>• Upcoming events               <ul style="list-style-type: none"> <li>- Spring Operation Registration</li> <li>- Shared Knowledge Conference</li> <li>- Spring Advisor Institute – May 19<sup>th</sup></li> </ul> </li> </ul>

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