

PROVOST COMMITTEE FOR ADVISING  
**Meeting Minutes**  
April 21, 2014

**Meeting**

Item	Description
Date	April 21, 2014
Time	9:00 to 10:30 a.m.
Location	Scholes Hall - Roberts Room

**Attendees**

Role	Name
<b>Facilitator</b>	Vanessa Harris
<b>Present</b>	<i>Smith Frederick(Amanda Glennon), Lourdes Garcia-O'Keefe, Stephanie Hands, Vanessa Harris, Len Malry, Krystal McCutchen, Linda Melville, Catherine Montoya, Karla Paul, Steve Peralta, Alec Reber, Shannon Saavedra, Dan Sanford, Tracy Wilkey, and Colt Balok-Student Representative</i>
<b>Absent</b>	<i>Pamela Agoyo, Robben Baca, Paige Briggs, Armando Bustamante, Rosa I. Cervantes, Jenna Crabb, Jennifer Gomez-Chavez, Joan E. Green, Todd Hynson, Deanna Sanchez-Mulchay, Ann M. Oechsler, Tammy Strickler, Laura Valdez, and Henry Villegas</i>  <i>(Tracy Skipp and Lisa Stewart were excused)</i>
<b>Recorder</b>	Connie Jefferson

**Agenda & Minutes**

Topic	Presenter(s)	Summarized Notes
1. Minutes Review	Vanessa	March 17, 2014 minutes reviewed and accepted.  Shannon will provide a list of active PCA committee members.
2. College Updates	None	

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3. Advisor Role	Vanessa and Committee	<ul style="list-style-type: none"> <li>• Document was projected and discussion ensued.               <ul style="list-style-type: none"> <li>○ Functionality of releasing holds explained</li> <li>○ Business reason for hold must be reviewed before removing hold</li> <li>○ Current structure is Advisors 2 &amp; 3 have access to release holds but Advisor 1 does not</li> <li>○ Student Advisor 3 may become a stand alone functionality used at branches</li> </ul> </li> <li>• Changes discussed               <ul style="list-style-type: none"> <li>○ Distinction of holds is necessary, i.e., Advising, Academic, Admission and Athletic</li> <li>○ Faculty and/or Advisor roles should be identifiable in Banner under "Employee Tab"</li> </ul> </li> </ul>
4. Spring Advisor Institute (May 20) Awards	Shannon	<ul style="list-style-type: none"> <li>• Plaque &amp; Cash award via scholarship               <ul style="list-style-type: none"> <li>○ 10 nominations received thus far; committee will meet April 30 to select winners</li> <li>○ The requirement to provide a resume of the nominee has been removed</li> </ul> </li> </ul>

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Spring Advisor Institute (continued)	Shannon and Committee	<ul style="list-style-type: none"> <li>○ Sign up is necessary to ensure that all NSO participants attend plenary workshops</li> <li>○ Stephanie will send a 2nd email to all departments &amp; colleges, non-academic units and student affairs units requesting attendance at the Advisor Institute</li> <li>○ This year, an invite was not extended to others due to the discussion of UNM policies at the workshops.</li> <li>• Other               <ul style="list-style-type: none"> <li>○ A committee decision was made not to include the new EEOC Reporting Incidents Advisors training at this event</li> </ul> </li> </ul>
5. Early Alert Compliance	Vanessa	<p>Great job done by advisors at A&amp;S, COE, and CFA who cleared their portion of the 3,000 outstanding flags in the month of February.</p> <p>A request is made to all other advisors to clear flags.</p> <p>Information will be provided on: “How to clear the flags” and entering comments at the “Tracking Tab” after discussing the reason for the flag with the student</p>

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6. Other	Vanessa & Committee	<ul style="list-style-type: none"> <li>• Shannon introduced Colt Balok, student representative invited to attend future PCA meetings</li> <li>• Checkout the new LoboAchieve interface               <ul style="list-style-type: none"> <li>○ In June, one offering of an open lab is available</li> </ul> </li> <li>• Rubric (information projected)               <ul style="list-style-type: none"> <li>○ Compliance score of 1 to 5 for assessment purposes is added</li> <li>○ Good &amp; bad examples of comments are provided</li> </ul> </li> <li>• Degree Audit               <ul style="list-style-type: none"> <li>○ Alec asked for curriculum updates in UAchieve if producing “exceptions” for substitutions as the best practice. Up-to-date compliance drives graduation</li> </ul> </li> <li>• Survey               <ul style="list-style-type: none"> <li>○ Vanessa sent a survey out to all colleges about freshmen advising and partnerships</li> </ul> </li> </ul>

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Topic	Presenter(s)	Summarized Notes
Other (continued)	Vanessa	<ul style="list-style-type: none"> <li>• Masters in Advising proposal               <ul style="list-style-type: none"> <li>○ 90% of courses online</li> <li>○ Tuition remission can be used</li> <li>○ Curriculum to closely resemble NACADA's Masters program</li> </ul> </li>   <li>• Student Success Center website: <a href="http://interface.student.com">interface.student.com</a> <ul style="list-style-type: none"> <li>○ Website to be publicize during NSO with mobile functionality. Vanessa also shared that President Frank will direct his audiences to visit this website for student information</li> <li>○ Relevancy by student and by year information will be on this website</li> <li>○ CAPS and Career Services will be featured</li> </ul> </li>   <li>• Dean of Students               <ul style="list-style-type: none"> <li>○ Dean Aguirre is working on a new badge. He will be asked to attend one of our meetings to provide more information</li> </ul> </li> </ul>
7. Adjournment	Vanessa	<p>Meeting ended at 10:03 a.m.</p> <p><b>Next meeting will be held Monday, May 19, 2014 at 9:00-10:30 AM</b></p>

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**4 Action Items**

Date	Action Item	Owner	Status	Due Date
4/21/2014	Send out another email to encourage all NSO participants to attend Advisor Institute on May 20	Stephanie		5/19/2014
4/21/2014	Update committee members list to reflect active members	Shannon		5/19/2014
4/21/2014	“How to clear flags” instructions to be provided	Vanessa		
4/21/2014	Masters in Advising curriculum information	Vanessa		
4/21/2014	Dean Aguirre to attend a future meeting and provide information on a proposed new badge	Vanessa		
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
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	

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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 other issues.	Volunteers: Henry, Chair Andrew Deanna Stephanie Steve Tracy	ONGOING	
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