



PCA Meeting Minutes

1 Meeting Logistics

Item	Description
Date	8/28/12
Time	1:00-2:30
Location	Scholes Hall, Roberts Room

2 Attendees

Role	Name
Facilitator	Vanessa Harris
Members Present	<i>Joan Green, Laura Valdez, Robin Baca, Deanna Sanchez-Mulcahy, Lourdes Garcia-O'Keefe, Michelle Steiner, Krystal McCutcheon, Tracy Skipp, Stephanie Hands, Shannon Saavedra, Nicole Jones, Veronica Mendez-Cruz, Jen Gomez-Chavez</i>
Members Absent	Pam Agoyo, Lorena Blanco, Scott Carreathers, Megan Connor, Jennifer Crabb, Smith Frederick, Andrew Gonzalez, Ann Marie Oechsler, Steven Peralta, Lisa Stewart, Henry Villegas, Todd Hynson, Antonia Amie Chavez-Aguilar, Tammy STRickler, Merle Kennedy, Alec Reber
Recorder	

3 Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
Introductions		
Members Needed	Vanessa	A)Faculty Senate Representation – By next meeting have faculty and students identified. B)Student Undergrad and Graduate- Stephanie doing (1-2) members, Lourdes volunteered mentoring it to (1-20 Dean to speak w/ their groups, need to email her form. Need to add organizations to form need to add a description of what they'll be doing.
Advising Tool Updates	Vanessa	Working on selecting committee members (Spring Beta Test, full implementation for fall 2013, need to setup roles, set up requirements to who needs to be using it, who needs to manthis tool new position, work w/ branches, make sure it works w/ CAPS, expect emails from V about this, four will have full access four then setup roles)
Office of Student Success	Jen Gomez-Chavez	A)Coaching- Launched and still assigning students. 100 volunteer coaches. Students need to buy in. B) Casas del Rio- New student success center at casas. Be open to all students. Team: A&S, UAC, CEP, CAPS. This will be growing. Printing, an IT rep, computer (tutoring 7-9) lab. Another area to connect with students.



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Topic	Presenter(s)	Summarized Notes
Committee Updates	Committee chairs	<p>A) Strategic Planning Committee- Have a draft. Review of Peer Institutions. Have a mission. Learning Outcomes.</p> <p>B) Communication- Newsletter, Media campaign, highlight department</p> <p>C) Advising Institute- Advising through the first year, new session round table for faculty members, Afta student success summit, Sending targeted emails.</p> <p>D) Transfer initiatives- CNM to UNM day. Oct 19th info fair. Yale mall 10-2. Want a trolley to go back and forth.</p> <p>E) Advisor Awards-Three awards – new division. Advising (Innovation), faculty advisors. Prizes \$500.00 by nomination. Working on nomination form. Advising is the majority of their duties. Make sure it still has value in five years. Selection Committee- not in advising. Roll out institute, late spring be awarded.</p> <p>F) Advisor Training- Advisor training- CBT (OLIT intern), then go to dept.</p> <p>G) Manual – identifying stakeholders</p> <p>Additional committee: Holds Committee- this summer, sent email to students. Will clear out old holds. OGS to be careful of old holds. Inactive students might be suspended. The holds created by batch will be removed. We will need to look at how many holds we place. Evaluate which we need.</p>
Other	Jen Gomez-Chavez,	<p>A) Foundation of Excellence- first year matters. Where are we missign the gaps. Impact on student success. Gardner institute.success.unm.edu website will be updated tonight. A lot of faculty members will be chairs. Place yourself in committee's. Requires pre-planning recoding it. Dr. Kate Kraus, Dr. Tony Babbit, Dr. Greg Heileman.</p> <p>B) Stay through another year (STAY)- like vista one hundred students \$1000 for two semesters.</p>
Redefining advisor role	Vanessa	A1/2/3 create add on roles. A3 only feature is to assign students to advisor.
PCA website	Vanessa	There is a report function that shows the progress made on NACADA recommendations.

4 Action Items

Date	Action Item	Owner	Status	Due Date
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08/28/12	Need to email Stephanie previous flyer to faculty orientation			