

PCA Meeting Minutes

Meeting Logistics

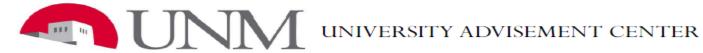
Item	Description	
Date	8/28/12	
Time	1:00-2:30	
Location	Scholes Hall, Roberts Room	

2 Attendees

Role	Name		
Facilitator	Vanessa Harris		
Members	Joan Green, Laura Valdez, Robin Baca, Deanna Sanchez-Mulcahy, Lourdes Garcia-		
Present	O'Keefe, Michelle Steiner, Krystal McCutcheon, Tracy Skipp, Stephanie Hands,		
	Shannon Saavedra, Nicole Jones, Veronica Mendez-Cruz, Jen Gomez-Chavez		
Members	Pam Agoyo, Lorena Blanco, Scott Carreathers, Megan Connor, Jennifer Crabb, Smith		
Absent	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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Committee Updates	Committee	A)Strategic Planning Committee- Have a
Transfer of annual	chairs	draft. Review of Peer Institutions. Have a
	Chans	mission. Learning Outcomes.
		B) Communication- Newsletter, Media
		campaign, highlight department
		C)Advising Institute- Advising through the
		first year, new session round table for faculty
		members, Afta student success summitt,
		Sending targeted emails.
		D) Transfer initiatives- CNM to UNM day.
		Oct 19 th info fair. Yale mall 10-2. Want a
		trolly to go back and forth.
		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.
		F) Advisor Trainging- Advisor training- CBT
		(OLIT intern), then go to dept.
		G) Manual – identifying stakeholders
		Additional committee: Holds Committee-
		this summer, sent email to students. Will
		clear out old olds. 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.
Other	Jen Gomez-	A)Foundation of Excellence- first year
Offici		matters. Where are we missign the gaps.
	Chavez,	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.
		B) Stay through another year (STAY)- like
		vista one hundred students \$1000 for two
		semesters.
		semesters.
Redefining advisor role	Vanessa	A1/2/3 create add on roles. A3 only feature is
Kederining advisor fore	v anessa	to assign students to advisor.
PCA website	Vanessa	There is a report function that shows the
I CA WOUSIN	vanessa	progress made on NACADA
		recommendations.
		recommendations.

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		