

## PROVOST COMMITTEE FOR ADVISING Minutes

### Meeting

Item	Description
Date	December 7, 2017
Time	3-4:30
Location	UAEC 140B

### Attendees

Role	Name
Facilitator	Laura Valdez
Present	Angela Pacheco, Ann Compton, Deanna Mulcahy, Jenn Lucero, Florencio Olguin, Marlene Hernandez-Sanchez, Krystal Wise, Nissane Capps, Les Myers, Brittany Padilla, Stephanie Hands, Brandi Stone
Recorder	Laura Valdez

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### Agenda & Minutes

<p>1. October Minutes</p> <p>2. Updates on PCA reorg</p> <p>3. Taskforce Reports</p>	<ul style="list-style-type: none"> <li>• Will be updated as noted.</li> <li>• Corine Gonzales, from Enrollment Management and all 4 Branch representatives are now members of PCA.</li> <li>• Prospective to enrollment – initial meeting. Identified steps to take when a student shows interest. Survey to colleges, to find how they serve prospective plus what their expectations of students.</li> <li>• Create a standard across units. Make advising more accessible. Prospective information for those not sure to transfer yet. Give a guide on how to advise those not sure whether to transfer yet. Survey to support services on what will they give students.</li> <li>• Collect data internally. Have similar/standardized process. Admissions getting the information to give back to her area. Online checklists once admitted. Create something similar to 1<sup>st</sup> time freshmen, but a transfer version.</li> <li>• Provide information to Branch campuses for a smooth process. Looking for ways to convey transfer/prospective. Students.unm.edu site – Corine has a group to revamp that included Housing because of new req.</li> <li>• By categories for guide and support, ways to get involved. Writing content for categories. Preliminary stages. Finding your major and advisor. CAPS, SHAC.</li> <li>• Enrollment for the first Year – in the Brainstorm stage of what students are experiencing their first year. Gathering data from other units. Student Affairs and IAD survey with information about transfer students, about involvement.</li> <li>• Improving the advising experience. How do we communicate, help them make connections in environ with self-advocacy. Focus groups in the future. Make improvements with referrals between colleges and services. Workflow for some transfer services.</li> <li>• Complex bureaucracy that is silos. Getting the runaround or reducing it. E.g. Overrides some go back to college, so working with One Stop and talk to Carolyn G. Perhaps invite her to the taskforce then PCA later if needed.</li> </ul>
<p>4. HR &amp; Advising</p>	<ul style="list-style-type: none"> <li>• Preliminary phase for the project that will look at job descriptions. The project initially began when G. Heileman wanted to know student:Advisor ratios based on job title. It has evolved from consolidating titles to evaluating job descriptions.</li> <li>• Tentatively a survey to most populated titles will go out in January. The risk is that advisors will be suspicious of the survey and fear layoffs or falsely hope for more compensation. I will need to be transparent with the objectives so that people not speculate on hidden agendas.</li> </ul>



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5. LA wish list	<ul style="list-style-type: none"><li>• Default still going to the 1<sup>st</sup> person on the calendar. No calendar on the landing page then select the advisor.</li><li>• Primary advisor for new degree – not available.</li><li>• A calendar for a center rather than offices. So students can see the calendar for the center.</li><li>• Calendars showing that it's taken, has helped with perception</li><li>• No show and cancelled on the record. Can't see if an appointment doesn't have notes don't show up.</li><li>• Attaching documents – date stamped and ties into the note. (Deanna)</li><li>• Comment that's attached to document isn't saved. The reason is entered but you can't see it on the record.</li><li>• Attributes – are they visible? Not until Fall.</li></ul>
Adjournment	