

## PROVOST COMMITTEE FOR ADVISING Minutes

### Meeting

Item	Description
Date	February 15, 2018
Time	10-11
Location	UAEC 140B

### Attendees

Role	Name
Facilitator	Laura Valdez
Present	Angela Pacheco, Jen Lucero, Marlene Hernandez-Sanchez, Nissane Capps (via zoom), Michelle Lee (via zoom), Florencio Olguin, Andrew Gonzales, Lukas Cash, Luis Rocha (for Jeannie Baca), Corine Gonzales, Jenna Crabb, Brandi Stone, Pam Agoyo, Rosa Holguin, Tracy Owen (via Zoom), Lisa Stewart, Krystal Wise, Stephanie Hands, Erica Holmes-Trujillo (Taos)
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>• Updates: Strengths weakness of the PCA Leadership group.</li> <li>• Task force updates: Stephanie sent a survey a couple of weeks ago: What is a prospective student? (anyone who can transfer to UNM). Put it on the new students.unm.edu site.</li> <li>• Marlene: Best practices will be developed by looking at survey. What will you do when a future student contacts you. Identifying a definition of what a prospective student is.</li> <li>• What you can discuss, what is appropriate, what are you comfortable discussing?</li> <li>• Survey went up 3 weeks ago (60 responses).</li> <li>• Laura – did you ask what to do when a student comes with a transcript from another institution</li> <li>• Marlene and Laura – didn't want to give them tasks, wanted to leave open ended. What do you hope to cover with a prospective student. Hope to add those specifics to the best practices.</li> </ul>
<p><b>4. Transfer task force updates</b></p>	<ul style="list-style-type: none"> <li>• Jen Lucero – Anne provided websites to see how other institutions approach it. Look at George Washington. Gives a breakdown to acronyms.</li> <li>• Put this information on the students.unm.edu</li> <li>• Break down by majors and/or college</li> <li>• Front desk training – help them ask the right questions to direct them where the student should be going.</li> <li>• Florencio – they were going to work with Chriselle to send survey to students who recently attended TNT, look at developing focus groups.</li> <li>• Laura – found our verbiage needs to be lightening to be more student friendly.</li> <li>• Rosa – Also with phone conversations.</li> <li>• Laura – look to softening tone in auto reply emails. “Thank you for your email” seem excited about email.</li> </ul>

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<p>5. students.unm.edu revision</p>	<ul style="list-style-type: none"> <li>• Corrine – group has been meeting to talk about categories – have met with Matt Carter for a revision. Will cost money to update. Starting fresh. Have 6 categories. One of them is advisement. Once she has a preliminary version she will send it out. It is an intro that will lead to respective advisement sites. Target – May 15<sup>th</sup>. Learning outside classroom, find your pack, life health, my perfect major, definition employment possibilities, What the heck.</li> <li>• Laura – both task forces can work to provide content for students.unm.edu.</li> <li>• Is it this fall freshmen will be living on campus? She hadn't heard the updates. Waiting until Institute is too long to hear this information.</li> <li>• Jenna – Directors agree, pushing to get info soon.</li> <li>• Pam – There is movement to push this.</li> <li>• Stephanie – could we get a general outline?</li> <li>• Pam – the information hasn't been officially released.</li> <li>• Brandi – it's on the housing website.</li> <li>• Pam - Why does it cost something to update websites?</li> <li>• Laura – UCAM is self sustaining.</li> </ul>
<p>6. Update on HR</p>	<ul style="list-style-type: none"> <li>• Laura – survey sent out. Waiting on responses.</li> <li>• Get a clear idea this type of advising each title does. What percent of their time is spent advising.</li> <li>• Response rate only at 41%</li> <li>• Would like to close survey this week</li> </ul>
<p>7. 2017-2018 Advising Assessment Plan</p>	<ul style="list-style-type: none"> <li>• Last assessment was difficult to sort through. Sarah Nezzar was looking for key words, but advisors were never trained to place key words in their notes.</li> <li>• Creating a new approach for next assessment to make it less complex, but more meaningful.</li> <li>• Pamela Check is interested in us putting questions that each college specifically wants answered.</li> <li>• Trying to update the degree plans in degrees.unm.edu</li> </ul>
<p>Adjournment</p>	