UNM | OFFICE of the PROVOST/EVP for ACADEMIC AFFAIRS

PROVOST COMMITTEE FOR ADVISING
Meeting Minutes
March 15, 2018

Meeting

Item	Description
Date	March 15, 2018
Time	10:00 a.m. to 11:00 a.m.
Location	A&S Conference Room

Attendees

Role	Name
Facilitator	Laura Valdez
Absent	*Pamela Agoyo, Corine Gonzales, Stephanie Hands, Anne Compton, Nissane Capps, Florencio Olguin, Marlene Sanchez, Chris Larranaga, Jennifer Lucero, Krystal Wise, Shannon Saavedra*
Recorder	Shannon Saavedra

Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Minutes Review	Laura	• Will update accordingly

2. PCA Self-Study 2017-18 SWOT Analysis	Laura	• See attachment.
		• Pam has questions about the last 4 bullet points.
		  o Pam - has scholarships in her office that she really has to work to get students to apply to her scholarships.
		  o It is the students responsibility to seek these, not the PCA's mission.
		  o Laura clarification: what could potentially hurt PCA. Scholarship access could impact students.
		• Make it worth the AVP worthwhile to come. When should they come? Is it appropriate for them to come?
		  o Laura – Have her come ocassionally, and then see how it goes.
		  o Laura - Hear from those directly, not second hand from Laura.
		  o Steph – She sends agenda and leaves it up to her AD if they want to come.

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3. PCA Self-Study 2017-18 Mission and Goals	Stephanie & Laura	• When looking at missions, PCA did not have a revamp since 2006. Wanted it to be overarching, but could be drilled down through the goals. (See attachment). • Not the role to be dictating. More of a communal make it the best we can be while respecting everyones individual needs. • Create SOP's – but each college could modify it for their needs. • Utilizing advisement expertise in the pockets of the community. Promote those individuals as experts. This will help elevate what we do as a whole. • Organizational Culture – environment with collaboration. Working with those who are not in a primary role (CAPS, etc). • look at what we are already doing. • Now have a direction. Make sure we are different from PCS.
4. Taskforce updates (Prospective)	Marlene	• Not many changes. Still making best practices based off of survey. Hopefully by end of month it will be finalized. • Appropriate expectations • Stephanie – Need to explore the details in the questions. Got rid of one question because advisors did not understand the question. (what are your expectations of your students) • Overall want to enhance a students experience. • Laura – make sure to include front desk inquiries. o Maybe follow up with front desk processes.

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5. Taskforce updates (Enrollment and First Year)	Anne	• Spent some time looking at different advising websites (other institutions). George Mason had some good branching. • Created a rubric to make some recommendations. • Use student first language. Then allow each college to modify for their needs. • Knowing that students.unm.edu is changing. • How can we demistify the transfer process. • Revitalizing the old transfer workforce (transfer team). Have members from each college to make it more centralized. Update policies/processes, create a new network. Preserve institutional knowledge. • Will be meeting again Monday. Received the results from 2010 transfer survey results. Looking for paterns. • Will be sending out another survey to transfer students. • Found the postcard was a big hit. Students would call out names of advisors who were helpful. • They'll workshop the questions for questionnaire. Maybe Chriselle can send out the questionnaire. • Maybe a way to work on continued professional development for advisors through training. • Laura – If we give feedback, how would people take that.

6. Human Resources & advising positions updates	Laura	• Working on a data analysis now.
		• Look across titles, then across the organization.
		• Will be meeting with depts individually once the data analysis is done.
		• Will not make changes happen, but will encourage changes with staff attrition.
		• Laura requests thoughts about the survey:
		    o Florencio – interesting when advisors looked at percentages when looking at group vs. individual.
		    o Stephanie – wondering where advisors came up with percentages. Maybe thinking missed/not scheduled appt visits was included. Encouraged advisors to look at availability vs. scheduled. Recognize triage as advisement.
		• Had 99 surveys to review. Stayed on target for timeline.

7. Adjournment		• Next meeting someone from IT will come. Do a demo of Banner 9. Implemented 2019.