

Persistence & Completion Academy Minutes
October 9, 2018
FMTZ Conference Room, 1:00-2:00 p.m.

Present: Edward Martinez, Maria Sena, Lee Allard, Ian Williamson, Thomasina Ortiz-Gallegos, and Benito Pacheco

Zoom: Dr. Susan Wood, HLC Persistence & Completion Academy Mentor

I. Overview and Discussion for NMHU Persistence & Completion Academy

- Edward provided a brief overview of the efforts of the NMHU Persistence & Completion Academy to Dr. Wood. Edward indicated that the committee feels they are stalled. They have been trying to engage the campus community with data that has been compiled, however, turnouts to forums have been low. Committee modifying presentation to present to Faculty Senate, Academic Affairs, Students Affairs, etc. They will have very limited time to present. Edward indicated that in reviewing data, there isn't anything that pin points to advising. The data reviewed indicates that student satisfaction gives us fairly good scores.
- Edward stated to Dr. Wood that committee might shift projects and move in a different direction to centralized advising.
- Dr. Wood indicated that advising is currently our project, however, when students are indicating that advising is not broken then maybe the academy needs to shift project. Find something else to focus on. She indicated that there is nothing wrong with shifting projects.
- Ian indicated that due to NMHU being an open enrollment campus, advising is a big piece of retention. Reports are indicating that on some level students are generally happy with their advisors, however, advisors are never available to students.
- Lee indicated to Dr. Wood that the university is in the process of developing better systems of data collection. University is still not where it needs to be.
- Thomasina indicated that the university is decentralized. University is unclear of what advising is and whose role and responsibility it belongs to.
- Dr. Wood stated that all stakeholders need to be on the same page to get buy-in from the university. Buy-in will be key for centralized advising to work on campus. She indicated that committee needs to think with the end in mind. She states that a document needs to be prepared describing this model. She says it will be key to revise the faculty advising manual if one exists. The advising manual needs to clearly indicate what the definition of advising is.
- Dr. Wood stated that committee should consider conducting presentations at professional development week for faculty and staff. Target the two groups of people and personally invite them. Ask directors to allow staff to attend. Invite ¾ faculty advisors. During this presentation, she states to hand out very specific data and information from the survey showing what faculty and staff are saying.
- Dr. Wood indicates that obtaining 4 buckets and naming them facts, questions, conclusions, and to do list. During presentation start the conversation. Just talk with individuals. Talk with them don't talk down to them. Participants will use sticky notes to allow them to put notes in the 4 buckets. She states that very few people will put notes in the to-do bucket.
- Presentation or session will be 60 minutes. One session can target faculty advisors and staff advisors. These are the people in the room that are committed on advising students. Dr.

Wood indicates to do personal invites. Personal invites will make difference in the conversation. Staff and faculty will feel like they are valued.

- Thomasina indicated that currently we have no direction on how we need to advise our students. We have a number of initiatives as an institution, and faculty and staff might not be seeing advising as a priority.
- Ian indicated that retention is an absolute priority for Highlands. HLC concerns indicate retention. Advising at some level is retention.
- Benito informed Dr. Wood of what advising consists of in the Academic Support Office. Their office handles first year freshmen. Students are assigned to someone in their office. At the end of the student first year, advising should be conducted by the department. However, there is no transition. Attempts have been made to build it into the faculty advising manual and make it a standard transition process.
- Dr. Wood indicates that mandating advising has not worked. Invite parties to the table and create space. Provide agenda where they have to contribute. Starting conversation with data. Committee will need to determine what the to-do list will look like.
- Sessions should not have more than 10-15 faculty/staff at a time. During these meetings, presenters should be active from the very start. Have IR person in room to answer data questions. Include smaller groups at one time (2 or 3 programs). Explain on how you came up with data.
- Edward indicated to Dr. Wood that she provide a few good ideas to begin the conversation on advising and retention. He will prepare something to share with Faculty Senate.
- Edward indicated that he will develop presentation and share with Dr. Wood for comments and suggestions.
- Edward will have an opportunity to meet with Dr. Wood before the HLC Conference