

Advising Leadership Team

Meeting Agenda

Monday, January 30, 2023

(via Zoom)

2:00pm-3:00pm PST

- I. Approval of Minutes** (see attached to meeting invite) (Dr. Denver Fowler)
- II. Advising Assessment** (in preparation for WSCUC Special Visit this Spring Semester) (Dr. Denver Fowler)
 - a. Responses...
 - b. Exemplar for other CSU campuses (shared by CO)...
 - c. Next steps...
- III. Advising Professional Development** (Dr. Denver J. Fowler)
 - a. Determine exact amount of monies “left in pot” (Laura Ann Bishop)...
 - b. Determine criteria for disbursement...
- IV. Advising Website Updates** (Janine Cornelison)
- V. Other News & Updates** (Dr. Denver J. Fowler)
 - a. **Advising Structure** (still in-progress)...
 - b. **Changing of Academic Probation language** (to Academic Notice)...
- VI. Topics from the Floor**

Appendices

Appendix A

Dear Members of the ALT,

I am writing to share a few updates since we last met. Please see below.

- I created a shared folder within box. You should have received an invitation. If you did not, please let me know. See: <https://csub.box.com/s/bpssegsy2wdu9kix6j6d1mgep61nlt6b>
- In the shared folder within box (referenced above), I created the initial draft of our Advisor to Advisee Survey. Please review at your earliest convenience and please share any suggested edits, revisions, additions, or the like via email - and we can discuss/make those edits prior to me creating the survey in Qualtrics. Notably, we need these edits:
 - Clear concise definitions of the three types of advisors on our campus.
 - Replace "DegreeWorks" with all CSUB like software utilized - GradesWork? PeopleSoft? RunnerConnect? etc. (see row 29)
 - Include any of the "questions to consider"? - see row 42
 - I know, I know...it is really a 6-point Likert scale...so do we want to keep all 6 options? Reduce? Add to?
 - Finally, this survey was almost solely taken from one of the surveys (attached) from the NACADA website...with minor edits to reflect unique things here at CSUB.
- I spoke with Debra Jackson regarding some questions I/we had from our last meeting. Please see Q&A below.
 - When does this survey need to go out? Ideally, in next two weeks...
 - Is there a rubric or standards we need to be mindful of as we draft the survey? No...
 - Should we submit to IRB? No...
 - Can Debra provide some sort of prize (e.g., "If you complete this survey you will be entered in a drawing for a "blank. [e.g., Starbucks card?]")? Yes, she will follow-up with options...
- Other Items:
 - I will connect with BPA and Jennifer McCune to determine where to best ensure their feedback is heard (and possible, implemented).
 - Those of you who are "in the loop" on the possible new advising dates that may effect the academic placement holds schedule - please continue to keep us (ALT) updated on this progress.
 - I submitted my first draft of 5 proposals to consider as it applies to how we might better handle SAP appointments in the future. More details and information to follow regarding this when the time is right.
 - I will inquire as to our advisor to student ratios across campus.
 - Attached is the *Academic Support Services at CSUB: Student Success through Advising, Tutoring, Supplemental Instruction, and Course Scheduling* report Brian Street had put together - as referenced at our last meeting.

I believe that is it for now! All said, we may need to try and get a survey approved at our next meeting. We'll see...

I hope all is well! As always, thanks for everything!

Sincerely,

Denver