Advising Leadership Team
For February 13, 2019

Achieved
- ✓ **Set goals for the AY18/19**
- ✓ **All Professional Advisors have view access to OnBase**
- ✓ **Recommended campus forms to be developed into OnBase**
- ✓ **Approved ALT Charge statement**
- ✓ **Launched ALT website (https://www.csub.edu/academicprograms/AdvisingLeadershipTeam/index.htm)**
- ✓ **Prof. Advising Coordinators will be able to run Ready to Advise lists**
- ✓ **Sub/Waiver Process has been centralized in Academic Operations to eliminate errors**
- ✓ **Denied graduation list now sent to both Associate Deans and Prof. Advising Coordinators**

Goals for AY18-19
- ➢ Develop School-based framework for Faculty/School Advisors Responsibilities
- ➢ Continue to evaluate the advising function
- ➢ Launch new training and professional development opportunities for Professional Advisors

Agenda
- ➢ DISCUSS: ALT Composition   Jaimi Paschal (Guest)
- ➢ UPDATE: Add/Drop/Withdrawal Form   Jennifer M.
- ➢ UPDATE: Holds Proposal   Jennifer M.
- ➢ DISCUSS: Holds Placement   Liora G.
- ➢ DISCUSS: Advisor Professional Development   All
- ➢ DISCUSS: Change of Major/Minor   All
- ➢ DISCUSS: GE Petitions Work Flow (Tabled for 2.20.19)   Yvette M.
- ➢ DISCUSS: Serious and Compelling Withdrawals   All
- ➢ DISCUSS: Advising Rep on Academic Calendar Committee   All
- ➢ DISCUSS: On Base Document Management System   Jennifer M.

Parking Lot
- ➢ DISCUSS: Meta Majors discussion
- ➢ DISCUSS: School Based Faculty-Professional Advisor Balance
- ➢ UPDATE: on Document Management System (Return October)
- ➢ Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- ➢ Add/Drop Form
- ➢ GWAR Exam Times and Computer lab