

Advising Leadership Team

For March 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: Additional Advisor to join ALT All
- UPDATE: Advisor Professional Development All
- DISCUSS: Student Success Network Spring Convening Jennifer M.
- DISCUSS: Need for additional Mental Health Counselors Yvette M.
- DISCUSS: Antelope Valley Liora G.
- DISCUSS: On Base Document Management System Jennifer M.
- DISCUSS: Change of Major/Minor All
- DISCUSS: GE Petitions Work Flow Yvette M.
- UPDATE: Holds Proposal Jennifer M.
- UPDATE: Holds Placement Liora G.

Parking Lot

- Meta Majors discussion
- School Based Faculty-Professional Advisor Balance
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- Add/Drop/Term Withdrawal Form – Dept Chair Signature
- GVAR Exam Times and Computer lab