

Advising Leadership Team

Monday, May 17, 2021

Goals for AY 2020-21

- WSCUC Special Visit Preparation
 - ↘Advising data collection strategy
 - ↘Advising organizational chart
 - Document advising ratios
 - Document resource allocations for advising
 - Collect evidence of advising effectiveness
- Develop ALT Governing Document, on hold
- Establish Virtual Professional Development Plan for Advisors

Agenda

- Advising – Update from Statewide Meeting – L. Vega
- Referrals to Provost Council – K. Ziegler-Lopez/Janine Cornelison [see addendum last page]
- Mental Health Training Collaborative update – M. Medina Cruz
- ALT Membership – K. Ziegler-Lopez/Janine Cornelison
- ALT meeting 5/31 (reschedule or not?) – L. Vega
- GE Area F in the Academic Requirements page update– L. Zuzarte
- CSUB 1029 update – K. Ziegler Lopez
- Freshmen Housing Requirement for Fall 2021 update – L. Vega
- 2nd Degree Students –Processes and Procedures – L. Vega
- Academic Advising Communications Plan – L. Vega
- WSCUC Updates – B. Street
- Logged Items

Parking Lot

- CSU Graduation Initiative Report Update / Case management approach – L. Vega
- Governing Document – L. Vega
- Program Plan Mapper – L. Zuzarte
- Meta Majors discussion
- School-Based Faculty-Professional Advisor Balance
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- GWAR Exam Times and Computer lab
- Change of Major/Minor
- Department Chair Signature on Add/Drop Form
- WSCUC Recommendation and Special Visit Preparation – B. Street
 - a. Recommendation 3: *Ensure consistency, effectiveness, and quality of academic support services, including advising, tutoring, supplemental instruction, and course scheduling, to enhance student success for all students. (CFRs 2.12, 2.13) The Commission appreciated learning about the launch of the Council for Faculty Advising, additional staff for tutoring and supplemental instruction, and other changes in this area.*
 - b. Spring 2023 Special Visit: *Academic support services: Data on students served, disaggregated by demographic variables; organizational charts, staffing ratios, and resource allocations to service units; evidence of effectiveness of academic support services*
- **In Completion**
 - WSCUC Special Visit Preparation
 - ↘Advising data collection strategy
 - ↘Advising organizational chart
 - ↘Inside Track Visit
 - Document advising ratios
 - Document resource allocations for advising
 - Collect evidence of advising effectiveness

Logged Record

Date	Issue/ Stakeholder	Resolution	Item Status		
			Pending	Open	Closed
2020.12.14	Transfer Students (no concentrations)- Barriers		X		
2020.11.30	Catalog Rights Guide		X		
2020.11.02	Adding 2 nd /3 rd Major/Minor	Collecting data	X		
2020.10.19	Advising Calendar	On the table	X		
2020.10.19	Advising Holds' Releases T. Boone	Fall 2020; plans for future	X		
2020.10.05	Special population early enroll.	By law / GI25/ Lrn. Comm	X		
2021.02.08	Inside Track visit	Done / Follow up		X	
2020.11.16	Admission, Registration, Advising			X	
2020.11.16	Final Transcript Evaluations			X	
2021.04.12	GI 2025 Professional Staff advisor	It was agreed 1 person would be elected			X
2021.04.12	Instructional modalities	Annotation in PeopleSoft			X
2021.03.22	Disqualified Students admitted after last day to add [Appeal of disqualification]/ Petition for re-admission]	Appeals must be submitted 2 weeks prior to classes beginning.			X
2021.03.08	Admissions, Registration, Advising flow	Workflows have been shared.			X
2021.03.08	Students and Faculty relying on Degree Progress Report (DPR) to calculate units	Issue fixed in degree audit.			X
2021.03.08	Grad Check 90-unit eligibility	Keep it at 84 units.			X
2021.02.22	Junior/Senior Graduation checks				
2021.01.27	Degree Audit Q2S Change	List of students sent.			X
2020.12.08/9	Inside Track Mental Health	emotional support, tactical empathy, Suicidology / self-care			X
2020.11.02	Reserved Courses (Block Scheduling/ Honors)	Developed process and communication flow			X
2020.10.05	Immunization Holds J. Allred	Instructions provided			X
2020.10.05	B1/B2/B3, L. Gubkin/L. Zuzarte	Fixed in Peoplesoft			X
2020.10.05	Advising listserv/SSN – K. Z-L	1-way messages only			X
2020.09.21	Athletic units & ADT – B. Mendiola	Title IX req's/existing rules			X
2020.09.21	Time Conflict Issue- L. Zuzarte	Conflict overrides			X

Addendum

1. Since we now know that we make referrals to Provost Council, we'd like to ask that all responses from Provost Council be written responses, not verbal or word of mouth. This allows us to have clarity on issues and a clear record of what we've been instructed.
2. We would like to request for Provost Council to provide clarification regarding institutional priorities in relation to the catalog. We (the campus) were promised an annual catalog without negatively impacting graduation rates and that's not what we're getting this year. It sounds like the campus had a different set of priorities which has prevented the publication of the 2021 – 2022 catalog in the promised timeframe. Students and Advisors must have the information for accuracy and without it there are undoubtedly implications for our grad-rates. Additionally, if departments do not review and approve their catalog changes by the deadline, what is the expected path forward?
3. We would also like clarification from Provost Council regarding the students' rights, when the degree audit is incorrect. We understand that progress is being made but each semester we have students who are graduating and who have been following the degree audit information or whose Faculty Advisor has been advising based off the degree audit. What are the students' rights if they are denied graduation based on misinformation that was provided to them by the University?
4. We would like clarification on framework and collaboration with ALT and the Faculty Advising Council. ALT shouldn't be allowed to make changes to advising that impact the faculty advisors without consent from the Faculty group and they shouldn't be allowed to make changes that impact us without consent from ALT.
5. I would also like to add Athletic Advising to the agenda. We (in SSE) have had problems with Athletic Advisors removing or future dating holds. We've also run into problems with school based advising (both with professional staff and faculty) being bypassed all together. There is a breakdown in collaboration and communication and the timelines for graduation for some student athletes is in conflict with the directive of graduating in four years.

From Last Meeting:

When a transfer student applies, the first task is the admit term, then it goes through an evaluation process, who decides what catalog requirement term that transfer student qualifies for and when? This may be something that the ALT can take to Ben Perlado and Jennifer McCune.

Ben Perlado <bperlado@csub.edu>

Fri, May 14, 2021 at 4:24 PM

To: Luis Vega <lvega@csub.edu>, Veronica Bethea <vbethea@csub.edu>

Hi Luis,

Not sure this will help:

Applicants whether transfer or freshmen are evaluated against CSU eligibility criteria for the term they apply for. Once a student meets eligibility they are admitted. The catalog term is defaulted to the term admitted for by the system. Admissions does not update the catalog requirement term.

I'm not sure if this is similar in context to a question that came by back in March by Andres Gebauer to Jennifer which was shared with me to respond. Here's what I shared:

The process of admission evaluation includes reviewing coursework for eligibility, but does not include a specific catalog term. The career requirement term (catalog year), once the applicant is determined eligible for admission, is defaulted to the term of admission when that term and plan is created and transitioned to the student's career program record when they are matriculated. This initial defaulted term may be updated at this point or once CC transfer coursework is evaluated and credit posted.

Veronica Bethea <vbethea@csub.edu>

Fri, May 14, 2021 at 10:25 PM

To: Ben Perlado <bperlado@csub.edu>, Luis Vega <lvega@csub.edu>

Hi Dr. Vega,

What Ben mentioned is accurate. The catalog term defaults to the term of matriculation. Since all incoming new students are required to meet with an advisor prior to the initial enrollment, requests for catalog changes are usually made by the advisor after the advising appointment. I hope this helps?

Let me know if you have any other questions.

Thank you!

Veronica Bethea-Amey, M.S.