

## Advising Leadership Team

June 5, 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
- ✓ Holds Proposal approved for Fall 2019 implementation

### 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

- |   |                          |
|---|--------------------------|
| ➤ DISCUSSION: Withdrawal Policies (2:30 pm time specific) | Kathleen Knutzen         |
| ➤ UPDATE: Advisor Professional Development                | Liora G. and Jennifer M. |
| ➤ UPDATE: Advising Framework                              | Jennifer M.              |
| ➤ DISCUSSION: Midterm Progress Reports                    | All                      |
| ➤ DISCUSSION: ALT Membership                              | All                      |
| ➤ DISCUSSION: OnBase Usage Across Depts                   | Lisa Z.                  |
| ➤ DISCUSSION: Future Dating Holds                         | 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
- Change of Major/Minor
- GE Petitions Work Flow