

## Advising Leadership Team

Monday, July 19, 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  
Duan Jackson CO Advisingng Fall Visit Meeting Debriefing New – L. Vega
- Academic Petitions Processing on AdobeSign
- Follow up --ALT Charge Outlined by Provost Harper to Associate Deans – L. Vega  
**“The ALT is a coordinating body that makes referrals, but does not set policy, to the provost council to improve advising at the university.”**
- Guiding Principles –[[SSU template](#)] / Advising Syllabus [[CSUN template](#)]
- Implications of the 2021-2022 catalog release date – K. Ziegler-Lopez
- Meta Majors discussion [IRPA data]
- Mental Health Training Collaborative – M. Medina Cruz/I. Pesco
- 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
- School-Based Faculty-Professional Advisor Balance
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- GEAR Exam Times and Computer lab
- Change of Major/Minor
- 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
2021.06.21	Freshmen Housing Requirement for Fall 2021	Website has information and a place to ask questions. There is an online form.			X
2021.06.21	GE Area F in the Academic Requirements page	It is now in the academic requirements page.			X
2020.05.17	Catalog time gaps; policy recommendations to the Provost; Institutional priorities; collaboration with Faculty Advisors		X		
2020.12.14	Transfer Students (no concentrations)- Barriers		X		
2020.11.30	Catalog Rights Guide		X		
2020.11.02	Adding 2 <sup>nd</sup> /3 <sup>rd</sup> 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	
2021.06.21	2 <sup>nd</sup> Degree Students Enroll/advice	B. Perlado, enroll. Realigned			X
2021.06.21	CSUB 1029 - clarifications	GE re-alignment/ done			X
2021.06.21	Department Chair Signature on Add/Drop Form	AdobeSign routes to chair			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 – follow up**  
[updates 7/19/21]

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, [then] are there course substitutions? Exemptions? How do we honor degree audit information?** [UPDATE: Chairs have substitution discretion]

***[Jennifer Mccune will be consulted, invited]***

If they [students] have followed the degree audit but did not match catalog [bait switch], would we honor the degree audit? [what is current practice?] -do fact finding ... from Registrar's Office. Bring back, discuss, recommend to Provost Council. If a student followed published catalog, they should be awarded the degree. [UPDATE: Students assigned to catalog on first enrollment as long as no two semester gaps, delayed catalog is/should be a rare event, will hand on a case by case basis if errors in past advising]

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.

***[informal feedback from faculty advisory group]***

How to create collaboration with this group? ALT moves forward in what format? Quarterly meetings, 2 meetings per month, change ALT? Restructuring—between the 2 groups? No summer contract for faculty... Faculty Advisory (ad hoc) group. How can consultation be assured? [UPDATE: new visit from Duan Jackson to address this issue]

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.

[collaboration and clarity as students are seen across advising entities---what processes and procedures are needed] [UPDATE: Existing Advisor in ALT]