

ADVISING LEADERSHIP TEAM

Wednesday, August 29, 2018

BPA 134

3:00 – 4:30 p.m.

Present:

Vernon Harper, Vikash Lakhani, Lori Paris, Tanya Boone-Holladay, Mark Evans, Liora Gubkin, Lisa Zuzarte, Todd McBride, Yvette Morones, Marta Ruiz

ALT AY-18/19 Goals

1. Develop model of advising for each school that clearly identify roles and responsibilities for professional and faculty advisors.
2. Provide professional development opportunities for the training of faculty and professional advisors
3. Understand what is driving the errors in the transfer eval process and grad check process
4. Continue to evaluate the advising function here at the university

Action Items:

- Liora will develop a charge statement to be distributed at the next meeting.
- RECOMMENDATION: ONBASE should be a school wide system not per school. The ALT will draft a recommendation for central funding of Onbase for Provost's Council.
- Give access to ALL professional advisors to lift the Major/Minor hold.

Meeting Notes:

- Meeting called to order at 3:00 p.m.
 - Introduced new ALT members
1. **Review Goals set for the AY18/19 per Provost.**
 - The Provost would like the ALT to be able to tackle issues as they relate to advising and be able to build and create policy in a way that is more transparent.
 - Have activities be circulated and known and have actives be more broadcast
 - Each school should have its own conception of advising, to be more specific and that to be vetted within the schools. This will be school based document.
 - ALT will work by creating policy and have those polices approved by Provost Council, DCLC and the Senate.
 - The ALT would have the authority to recommend policy for professional advisors, *but ALT has no authority to make policy over faculty.*
 2. **Change Forms**
 - Question was asked, "Does probation work for students"?
 - Bring in institutional research to develop a study on probation efficacy.

- Notes on website and distributed to SSN

3. Charge Statement

- ALT will draft something and bring it back to next meeting, requested volunteers to do at least a paragraph.
- Liora will lead us through the Charge statement on the next meeting.

4. Relationship to SSN

- Relationship with SSN and ALT is not clear - What is its policy-making authority over school advisors in terms, how ALT feeds into the SSN and SSN feeds into the ALT.

5. Additional Items–

- Catalogs have gone away they are only links – curriculum changes and trouble pulling original
- Updates not being communicated on to advisors, if catalog is up to date it will help advising and advisors.
- Investigate a University Wide Curriculum Committee and to present to the Senate, University wide curriculum committee can set dates on which updates to the catalog can take place. It is a faculty governed committee.
- New advisors have no training
- Training for new faculty was requested, to enhance we can try
 - Workshops
 - Physical manual.PDF
 - Blackboard site
 - One location for policy to be not all over the place
 - Physical manual -PDF
 - Black board or workshops – Which will work better?
 - Workshops are important- have them added to manual in addition to having it on the website.
- Get to the errors and see what the errors are about- some errors do go back to catalog
- There are areas where there are other factors. Everything feeds into the catalogs and evals

6. ITS (Faust G. Visit)

- August 17th launched Unified Documents System to the Business Administrative Services (OnBase),
- What happens to ALL paper forms? As documents are created and sent out, do they replace paper form? It can but you can scan docs and make electronic- we don't want that done it is less efficient.

- Working online with working paper forms and getting signatures gets more access issues. While it is electronic it will be on emails and still online.
- Trying to make ONBASE more accessible for certain areas, since not all areas need the same access.
- Access to view and workflow-pieces are built out for departments not for schools, this will be worked on during the Phase 3. BPA has access to view currently.
- Items needed to get access:
 - List of people, clearance from A&R to grant access, schedule training
 - Will speak to A&R director and send out access forms.
 - Schools will fill out access request form
 - Schools have view access

7. Petition for Exception Forms

- Start cross section of Enrollment Management and this group to get started.
- Recommendation for Petition for Exception form
- Serial non-conditional forms avoid grade change at this time it is on peoplesoft
- Consult with A&R director – everyone will have top choices
- You can make edits to forms on ONBASE offers presentation to schools which are the ones that need it, on TEST System so they can see what it does
- Follow up with director of ITS about fee for ONBASE
- ONBASE should be schoolwide- not depending on how money each department has.
- Everyone discusses - it should not be individualized to schools or departments, it should be schoolwide.

8. ALT RELATION TO SSN

- Do we coordinate their activity or schedule their meetings?
- Sometimes the SSN meets and sometimes there are sub meetings in which others are excluded, sometimes some groups don't feel welcome at those meetings.
- SSN includes advisors, evaluators, transfer specialists and all kinds of people.
- Student Success Network- ALT should take responsibility to send updates and have updated email lists and send out new information. Use SSN list to use space to do trainings.
- SSN network should exist but use it as a channel for communication.
- Suggested having memos to go out to inform what the meeting will be about- more like a workshop not like a meeting
- Recommendation: Only having SSN when on Focus format not called SSN meetings simply workshops.
Include every advisor, evaluators, professional advisors – pdf network
- Question was asked about Giving access to ALL professional advisors to lift the Major/Minor hold? Everyone said YES.

- Who do you want to have access to responses for grad check and denial access in your school? Send a list. Also, list of ASC's in your school to have grad check and denial access.

Adjournment

4:30 pm