

Advising Leadership Team
For September 26th 2018 v3

Achieved

- ✓ **Set goals for the AY18/19**
- ✓ **All Professional Advisors have view access to OnBase**
- ✓ **Recommended campus forms to developed into OnBase**
- ✓ **Approved ALT Charge statement**
- ✓ **Launched ALT website (<https://www.csub.edu/academicprograms/AdvisingLeadershipTeam/index.html>)**

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

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| 1. DISCUSS: Ready to Advise Lists (from prior meeting) | Ben P. |
| a. Errors in evaluations | |
| 2. UPDATE: Special Meeting with IT OnBase Petition for Exception Form | Vernon H. |
| 3. DISCUSS: Items from NSME Advisor Meeting (Attached) | Todd |
| 4. DRAFT: Retroactive Withdrawal – Instructors’ signatures | Tanya |
| 5. DISCUSS: Community College Pathways | Yvette M. |
| 6. DISCUSS: School Based Faculty-Professional Advisor Balance | All |
| 7. DISCUSS: Staffing/Funding for Advisor Training Sessions | |
| 8. UPDATE: Major/Minor signoff | All |

Move to Provost’s AAC for Approval

- RECOMMENDATION: On Base should covered centrally by the university Vernon H./Faust G.

Parking Lot

- UPDATE: Course substitutions (Return after DCLC meeting) Lisa Z.
- UPDATE: on Document Management System (Return October) Faust
- Graduation Denial process
- Add/Drop Form
 - Advisor Signature
- Withdrawal policy
- Probation and Jeopardy study
- Petition for Exception 4th attempt
- GVAR Exam Times and Computer lab

Action Items for last meeting

- VL will send list of proposed forms to be for OnBase implementation
- VH will draft descriptions of AARC activities to be moved to the Schools (Facilitating Graduation; Midterm Progress Reports)
- TBH will draft recommendation to change in catalog language for retroactive withdrawal

Attachment: NSME Advisor Meeting Items

- Clarification on whether or not advisors should be attaching signed major outlines to Graduation Applications since they are not being used by Eva (evaluations).
- Substitutions previously entered through Academic Operations only go into the Degree Audit. When a change is made to the students record (change in catalog, major, addition of minor) the substitutions entered are deleted and must be reentered again. Advisor nor student is notified that the substitutions have been deleted digitally and is often discovered when student is trying to register for classes or being processed for graduation. Below is a snapshot of an example of a student whose subs were entered, their major/catalog term was modified, and subs had to be reentered after student showed up denied by evaluations.
- Q2S substitutions that do not equal 1 to 1 transition (Chemistry courses, intro Mathematics calculus sequence, Physics sequence) not in the Degree Audit. When Eva is processing graduation, she is requiring substitutions be entered electronically for all students who took these courses through the Q2S transition.
- We are not getting the “denied graduation” list from Admissions until after students receive a denial. Many denial reasons are easy fixes and more communication with the departments and/or advisors would spare the students stress during their last semester or 2.