

Advising Leadership Team [DRAFT]
For October 10th 2018

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.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**

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: Community College Pathways | Yvette M. |
| 2. DRAFT: Retroactive Withdrawal – Instructors’ signatures | Tanya |
| 3. DRAFT: Group Advising Policy (ASI Referral) | Vernon H. |
| 4. DISCUSS: Next SSN Meeting (President Address) | All |
| 5. DEMO Transfer Articulation Webpage | Lisa Z. |
| 6. DISCUSS: Staffing/Funding for Advisor Training Sessions | |
| 7. UPDATE: Major/Minor signoff | All |
| 8. UPDATE: Special Meeting with IT OnBase Petition for Exception Form | Vernon H. |

Move to Provost’s AAC for Approval

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

Parking Lot

- DISCUSS: School Based Faculty-Professional Advisor Balance All
- UPDATE: Course substitutions (Return after DCLC meeting) Lisa Z.
- UPDATE: on Document Management System (Return October) Faust
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- Graduation Denial process
- Add/Drop Form
- 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

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