Advising Leadership Team

Meeting Agenda
Monday, October 10th, 2022
via Zoom
2:00pm-3:00pm

I.   **Approval of Minutes** (see attached to meeting invite) (Dr. Denver Fowler)

II.   **Advising Assessment** (in preparation for WSCUC Visit in Spring) (Dr. Denver Fowler)
      i. Reference email in appendices (Appendix A).
      ii. Tentative questions for survey located here:
      https://csub.box.com/s/bpsseqsy2wdu9kjx6j6d1mgep61nlt6b
      iii. Decide on final questions (and Advisor definitions) for Advising Assessment survey.
      iv. Dr. Fowler will place questions in Qualtrics survey.
      v. Discuss - Decide how/who will send and to whom (Dr. Ilaria Pesco)

III. **Working Conditions** (Dr. Denver Fowler)
    a. Recommendations for 2022-2023 Professional Development
      i. Last year - 2021-2022 Professional Development
        1. *Mental Health First Aid Kit* workshop (with certificates)
      ii. Ideas for this year (for both ALT and the Faculty Advising Group)?
        1. Cal Poly's Assistant Director of the Mustang Success Center (oversees advisor training and assessment), Christina Wolfe-Chandler (recognized for her training programs on the local and national levels as well as by NACADA)

IV.   **Topics from the Floor**
    a. Possible Topics to Discuss
      i. Update (if available) on New Advising Dates
      ii. SAP Proposal
      iii. CSU Study (Advisors to Students ratios, SAP, etc.)

Appendices

<div style="text-align: center;">Appendix A</div>

Dear Members of the ALT,

I am writing to share a few updates since we last met. Please see below.

- I created a shared folder within box. You should have received an invitation. If you did not, please let me know. See: https://csub.box.com/s/bpsseqsy2wdu9kjx6j6d1mgep61nlt6b
- In the shared folder within box (referenced above), I created the initial draft of our Advisor to Advisee Survey. Please review at your earliest convenience and please share any suggested edits, revisions, additions, or the like via email - and we can discuss/make those edits prior to me creating the survey in Qualtrics. Notably, we need these edits:
  - Clear concise definitions of the three types of advisors on our campus.
  - Replace "DegreeWorks" with all CSUB like software utilized - GradesWork? PeopleSoft? RunnerConnect? etc. (see row 29)
  - Include any of the "questions to consider"? - see row 42
  - I know, I know...it is really a 6-point Likert scale...so do we want to keep all 6 options? Reduce? Add to?
  - Finally, this survey was almost solely taken from one of the surveys (attached) from the NACADA website...with minor edits to reflect unique things here at CSUB.
- I spoke with Debra Jackson regarding some questions I/we had from our last meeting. Please see Q&A below.
  - When does this survey need to go out? Ideally, in next two weeks...
  - Is there a rubric or standards we need to be mindful of as we draft the survey? No...
  - Should we submit to IRB? No...
  - Can Debra provide some sort of prize (e.g., "If you complete this survey you will be entered in a drawing for a "blank. [e.g., Starbucks card?]")? Yes, she will follow-up with options...
- Other Items:
  - I will connect with BPA and Jennifer McCune to determine where to best ensure their feedback is heard (and possible, implemented).
  - Those of you who are "in the loop" on the possible new advising dates that may effect the academic placement holds schedule - please continue to keep us (ALT) updated on this progress.
  - I submitted my first draft of 5 proposals to consider as it applies to how we might better handle SAP appointments in the future. More details and information to follow regarding this when the time is right.
  - I will inquire as to our advisor to student ratios across campus.
  - Attached is the *Academic Support Services at CSUB: Student Success through Advising, Tutoring, Supplemental Instruction, and Course Scheduling* report Brian Street had put together - as referenced at our last meeting.

I believe that is it for now! All said, we may need to try and get a survey approved at our next meeting. We'll see...

I hope all is well! As always, thanks for everything!

Sincerely,

Denver