

## Advising Leadership Team

For October 24 2018

### Achieved

- ✓ Set goals for the AY18/19x
- ✓ 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

- DEMO Transfer Articulation Webpage Lisa Z.
- DECIDE: Next SSN Meeting (President Address) All
- DISCUSS: Staffing/Funding for Advisor Training Sessions
- UPDATE: Major/Minor signoff All
- UPDATE: Special Meeting with IT OnBase Petition for Exception Form Vernon H.

### Move for Approval

- RECOMMENDATION: On Base should covered centrally by the university (Provost's Council)
- DRAFT: Retroactive Withdrawal – Instructors' signatures (Senate Exec)
- DRAFT: Group Advising Policy (ASI Referral moved to Provost's Council)

### Parking Lot

- DISCUSS: School Based Faculty-Professional Advisor Balance
- UPDATE: Course substitutions (Return after DCLC meeting)
- UPDATE: on Document Management System (Return October)
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- Graduation Denial process
- Add/Drop Form
- Probation and Jeopardy study
- Petition for Exception 4<sup>th</sup> attempt
- GVAR Exam Times and Computer lab

### Action Items for last meeting

- VH will draft descriptions of AARC activities to be moved to the Schools (Facilitating Graduation; Midterm Progress Reports)
- MR will contact President's Office to determine date of SSN meeting
- VH Send Professional Advisors list of Wonderful students
- VH arrange meetings between Wonderful and Professional Advising Centers