

**Advising Leadership Team**  
Monday, November 22, 2021

**Goals for AY 2021-22**

- Establish Virtual Professional Development Plan for Advisors

**Agenda** [target action]

- Advising – Update from Statewide Meeting – L. Vega
  - Updates on Job Reclassifications, Digital Mappers, GI2025 [informational]
    - <https://www.calstate.edu/csu-system/board-of-trustees/past-meetings/2021/Documents/November-9-10-2021-Full-Agenda.pdf> see p. 60-63
  - GE Area F and Catalog Rights'c Concept Map– see last page.
- Advising Recommendation/Resolution at AS&SS --Meeting Invite –Yvette Morones [debriefing]
  - Issues discussed that need action plan: Communication, Structure, Representation, Training, Resources, Workload, Buy-in [Reactions & Feedback]
  - Academic Advising's Missing Link: The Faculty Perspective Workshop [Informational]
- Advising Mission, Assessment Metrics, and Closing the Loop WSCUC charge [actionable]
  - Recommendations –Digital Planners Cavitas, & Highpoint
  - [https://docs.google.com/document/d/1NTLqGrKndxvzfY72iwLhZAPSt\\_OORmET/edit](https://docs.google.com/document/d/1NTLqGrKndxvzfY72iwLhZAPSt_OORmET/edit)
  - Notes in RunnerConnect Policy Referral [implementation strategies] – L. Vega
- Follow up --ALT Charge Outlined by Provost Harper to Associate Deans – L. Vega  
**“The ALT is a coordinating body that makes referrals, but does not set policy, to the provost council to improve advising at the university.”**
- Guiding Principles –[SSU template] / Advising Syllabus [CSUN template]

**Parking Lot**

- Meta Majors discussion [IRPA data]
- Double major data presentation—When is 2<sup>nd</sup> major declared?
- Mental Health Training Collaborative – M. Medina Cruz/I. Pesco
- Governing Document – L. Vega
- School-Based Faculty-Professional Advisor Balance
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- GVAR Exam Times and Computer lab
- Change of Major/Minor
- WSCUC Recommendation and Special Visit Preparation – B. Street
  - a. Recommendation 3: *Ensure consistency, effectiveness, and quality of academic support services, including advising, tutoring, supplemental instruction, and course scheduling, to enhance student success for all students. (CFRs 2.12, 2.13) The Commission appreciated learning about the launch of the Council for Faculty Advising, additional staff for tutoring and supplemental instruction, and other changes in this area.*
  - b. Spring 2023 Special Visit: *Academic support services: Data on students served, disaggregated by demographic variables; organizational charts, staffing ratios, and resource allocations to service units; evidence of effectiveness of academic support services*
- WSCUC Special Visit Preparation – **Updates on September 29, 2021**
  - a. ↘Advising data collection strategy
  - b. ↘Advising organizational chart
  - c. ↘Document advising ratios
  - d. ↘Document resource allocations for advising
  - e. ↘Collect evidence of advising effectiveness

### Logged Record

Date	Issue/ Stakeholder	Resolution	Item Status		
			Pending	Open	Closed
2021.10.25	Academic Petitions Processes and Advisors' Roles	Forms are being edited.	X		
2021.10.11	Stretch Program Changes	Stretch students will be enrolled as a block schedule.			X
2021.09.27	Academic Support Services	Ongoing WSCCU implementations of consistency, effectiveness & quality of advising and tutoring services.		X	
2021.09.27	Program Plan Mapper.	Academic operations has a synchronization strategic plan in place.			x
2021.09.13	Notes in RunnerConnect Policy Referral	Sent to Provost (9/22/21) see p. 5)		X	
2021.08.30	Duan Jackson's, CO, Advising Visits	Cancelled due to GI2025			X
2021.08.30	Guided Registration: English Place.	Wrong English Placements Corrected Manually			X
2021.06.21	Freshmen Housing Requirement for Fall 2021	Website has information and a place to ask questions. There is an online form.			X
2021.06.21	GE Area F in the Academic Requirements page	It is now in the academic requirements page.			X
2021.08.16	Implications of the 2021-2022 catalog release date	Anticipating future catalogs delivered on time	X		
2021.08.16	Enrollment, Cancellations, Holds	Information on holds can be requested from Dr. Cantrell	X		
2021.08.16	Fall Sports – Enrollment – M. Medina Cruz	Placeholder courses and Runner Connect notes communication			X
2020.05.17	Catalog time gaps; policy recommendations to the Provost; Institutional priorities; collaboration with Faculty Advisors		X		
2020.12.14	Transfer Students (no concentrations)- Barriers		X		

2020.11.30	Catalog Rights Guide		X		
2020.11.02	Adding 2 <sup>nd</sup> /3 <sup>rd</sup> Major/Minor	Collecting data	X		
2020.10.19	Advising Calendar	On the table	X		
2020.10.19	Advising Holds' Releases T. Boone	Fall 2020; plans for future	X		
2020.10.05	Special population early enroll.	By law / GI25/ Lrn. Comm	X		
2021.02.08	Inside Track visit	Done / Follow up		X	
2020.11.16	Admission, Registration, Advising			X	
2020.11.16	Final Transcript Evaluations			X	
2021.06.21	2 <sup>nd</sup> Degree Students Enroll/advice	B. Perlado, enroll. Realigned			X
2021.06.21	CSUB 1029 - clarifications	GE re-alignment/ done			X
2021.06.21	Department Chair Signature on Add/Drop Form	AdobeSign routes to chair			X
2021.04.12	GI 2025 Professional Staff advisor	It was agreed 1 person would be elected			X
2021.04.12	Instructional modalities	Annotation in PeopleSoft			X
2021.03.22	Disqualified Students admitted after last day to add [Appeal of disqualification]/ Petition for re-admission]	Appeals must be submitted 2 weeks prior to classes beginning.			X
2021.03.08	Admissions, Registration, Advising flow	Workflows have been shared.			X
2021.03.08	Students and Faculty relying on Degree Progress Report (DPR) to calculate units	Issue fixed in degree audit.			X
2021.03.08	Grad Check 90-unit eligibility	Keep it at 84 units.			X
2021.02.22	Junior/Senior Graduation checks				
2021.01.27	Degree Audit Q2S Change	List of students sent.			X
2020.12.08/9	Inside Track Mental Health	emotional support, tactical empathy, Suicidology / self-care			X
2020.11.02	Reserved Courses (Block Scheduling/ Honors)	Developed process and communication flow			X
2020.10.05	Immunization Holds J. Allred	Instructions provided			X
2020.10.05	B1/B2/B3, L. Gubkin/L. Zuzarte	Fixed in Peoplesoft			X
2020.10.05	Advising listserv/SSN – K. Z-L	1-way messages only			X
2020.09.21	Athletic units & ADT – B. Mendiola	Title IX req's/existing rules			X
2020.09.21	Time Conflict Issue- L. Zuzarte	Conflict overrides			X

See email in SSN of 11/19/2021 with subject: GE Area F and Catalog Rights

