

ADVISING LEADERSHIP TEAM MEETING

Monday, January 13, 2020

ENROLLMENT MANAGEMENT CONFERENCE ROOM

2:00 pm – 3:30 pm

Present: Jennifer McCune, Marta Ruiz (Admin Support) Adriana Sixtos, Debra Jackson, Liora Gubkin, Todd McBride, Vikash Lakhani, Lisa Zuzarte, Melisa Medina-Cruz, Yolanda Moreno, Irene Monroy (sitting in for Elaine Correa)

Absent: Elaine Correa, Seung Bach

Meeting began: 2:00 pm

Professional Development

Jennifer McCune thanked everyone for attending, asked the committee for feedback on the Professional Development Workshop presented by Thomas Dickson on compassion fatigue and advisor burnout. Everyone had good feedback, it was very enjoyable, and the staff took away a lot of great information.

- Dr. Harper has no updates at this time for changes to ALT, please stay tuned.
- Has all the applications of all the advisors that were approved for travel, will get a final signature from Dr. Harper, and then send them as one big packet to Paula Miser. Asks for the committee members to inform staff approved for travel in their office they can begin booking their travel.
- Travelers need to have receipts for everything, any meal receipt needs to be itemized to show there is no alcohol purchased with state funds. Per Paula Miser, Dr. Harper will not approve anything that does not have a receipt.
- The workshop schedule is to have one workshop per semester and a series over the summer.
- Next step on Professional Development
 - D. Jackson – We need to decide when to book the date of the event where the folks who got professional Development funding present out to everyone and share what they learned.
- The committee discussed different ideas for the next workshop, J. McCune will follow up and get more information on the suggestions to see which workshops are a good fit. Jennifer will explore some of these ideas and report back at the next meeting.
- D. Jackson will put together a follow-up survey for professional development.

Course Substitution Waiver Form

Lisa Zuzarte gave an update on the Course Substitution Waiver form, states Dr. Kim Flachmann should be receiving the request forms for the GE GEAR Substitutions as she is the Writing Program Coordinator. Lisa discussed the workflow that is located on the back of the request, will do suggested updates and send out through the SSN.

EAB Update

Jennifer McCune gave an update on the EAB implementation. The EAB leadership team has been meeting biweekly and will continue to do so through project completion. We do plan on asking an advising representative from each school to join, within the next month or so we will go to the Associate Deans to get that name. The goal is to do a soft launch at the beginning of summer with a full launch in the fall once faculty return to campus, we will be reaching out to faculty champions as well. The Associate Deans will need to start thinking of some names of faculty and advising representatives that you want to join in once we start getting more to the functional side of things.

Adjourned: 3:30 PM