

## **ADVISING LEADERSHIP TEAM MEETING**

Monday, January 30, 2019

BPA Conference Room

3:00 pm – 4:30 pm

### **Present:**

Jennifer McCune, Tanya Boone-Holladay, Lisa Zuzarte, Todd McBride, Vikash Lakhani, Liora Gubkin, Yvette Morones, Dena Freeman-Patton, Marta Ruiz (Admin. Support)

**Absent:** Lori Paris, Mark Evans

### **Action Items:**

- Jennifer will try to get a clearer definition of the timeline for the advisor request module testing.

### **Meeting Notes:**

- Meetings will be rescheduled to 3:30 pm to 5:00 pm due to scheduling conflicts.
- Jennifer McCune will meet with Mark Evans individually until he can rejoin our meetings.
- Jennifer McCune will summarize the cards, so we can discuss what training to do this semester.
- Jennifer McCune will reach out to Jean Twenge to check her availability to come to speak in the fall on Generation Z.
- Vikash Lakhani will reach out to Michael from Humboldt State and see if he is available to come to speak in the fall on Diversity and Equity Training.

### **Cal Govt Require and AP Exam**

- V. Lakhani, the president just signed the memo today providing a waiver to all 106 students that have been here with that AP test score, those students will not be penalized when they are up for graduation.
- V Lakhani - Mark Martinez is coming up with a one-unit course that will help the fall 19 students and on coming in with that same AP score they will need to take that one-unit class, or he is also working on a test for these students.
- V. Lakhani will send the memo to the Student Success Network, the Associate Deans will pass it to the chairs, they will pass it to the professional advisors.
- This will show on the student's Academic Requirement page.

### **Course Substitutions**

- V. Lakhani - All substitution waivers are going to be electronic. At the moment the advisor request module does not support attachments. At Fresno State they have a mod that allows attachments, Tommy H. contacted IT department and obtained a mod. The module will be tested, once everyone is comfortable with it we will hold one more meeting to formalize that process and this will be passed to Diane Wiggins.
- Dianne W. has access to post substitutions and waivers (she did not have it before).
- This will be a workflow, parameters will need to be set once we come to the final part. Each department will need to figure out who will have access in each department.

### **Add/Drop/Withdrawal Form**

- J. McCune gave a review of the form. This form was sent to DCLC for approval, a couple of chairs requested to have Dept Chair signature on the form, so they can check that pre-requisites are being met.
- BPA has an internal process, they use a stamp that the advisors use to show if a student is eligible for the courses.

- T. Boone-Holladay recommended for Jennifer to contact Doreen Anderson-Facile and explain the situation with this form. It would be better to have this signature after census day and let her know numbers of how many will have to be done in a timely manner.
- D. Freeman asks if this form catches holds?
  - J. McCune, A&R does not override any service indicator holds unless the form indicates this is ok with appropriate approvals.

### **Holds Proposal**

- Waiting to hear from Dr. Harper for updates to see where we are on this.

### **Academic Roadmaps**

- Y. Morones, per Dr. Harper Academic Programs office, will be updating the roadmaps as they receive the updates from the chairs. The discussion had been that he would hold them but because of the CSUB 1019 courses focus and have a project that is around using your roadmap and creating your roadmap as you move forward, whatever was sitting there that was approved for updated would be updated and uploaded to the website.
- Dr. Harper will have some updates on this as well when Jennifer has them she will update everyone.

### **Advisor Training Sessions**

- J. McCune went over the types of training the advisors are asking for. These cards that were collected at the A Conversation with the President meeting on December 10<sup>th</sup>, 2018.
- Generation Z, Equity, technology to engage with students, are some of the topics with most popularity.
- T. Boone-Holladay mentioned a DACA training, it will be some sort of center.
- Coming is a guide to know DACA
- L. Gubkin suggests having Jean Twenge from San Diego State, as a speaker, she wrote Generation Me, now she is researching Generation Z.
- J. McCune would like to have at least one training session this semester.
- L. Gubkin, suggests Generation Z training should also be open to faculty since they also advise.
- L. Zuzarte will check with Christa Clark and Denise Tucker to see if they can have training on the Articulation Website sometime in February. This would be for all professional advisors, All faculty and staff.
- Y. Morones – PSA is looking at doing a roadrunner Olympics with all of SSN. They want to put something together where you team up with professional advisors and have like a jeopardy type thing. They will form a subcommittee and maybe do this in April, they may push this out further.

### **Change of Major/Minor**

- Chairs are upset that students would change major without the chairs' signature.
- Jennifer McCune will compare to other CSU's and bring in a comparison.
- T. Boone-Holladay states when it becomes electronic students will be able to change majors on their own.

### **Parking Lot**

- GVAR Exam Times and Computer Lab, bring it to Dr. Harper and ask him to speak to Dr. K. Flachmann.

Adjourned: 4:43 pm