<p align="center">**ADVISING LEADERSHIP TEAM MEETING NOTES**
Monday, January 31, 2022
Zoom Meeting 2:00 pm - 3:30 pm</p>

Present: Luis Vega, Seung Bach, Christina Ramirez, Lisa Zuzarte, Ilaria Pesco, Liora Gubkin, Eva De Leon, Karlo Lopez, Deanne Perez-Granados, Yvette Morones, Melisa Medina Cruz, Deisy Mascarinas (Admin Support)

Absent: Gabriela Ochoa Vega

Guests: Cindy Zuniga-Prado, Emily Callahan, Jaimi Paschal

Meeting began at 2:00 p.m.

Advising Senate Resolution – AS&SS subcommittee
- L. Vega shared that at the AS&SS subcommittee meeting a great discussion and acknowledgement took place with regards to how hard advisors work and that they are looking to advocate for resources they need to get their job done.
- He will send the minutes so that those who were not able to attend can see what was discussed.

Advising Task Force – School's Staff Advisors nominations – Dr. Brian Street Request
- L. Vega informed that an Advising Track Force is being formed, and that he understands nominations/elections will be forthcoming. Staff advisors will be asked to join.
- L. Vega recommended that the lead advisors from the ALT be the ones to represent advisors in the Advising Track Force, if they are appointed rather than elected; however, workload issues need to be considered. He stated more information would be forthcoming and that it would be best to have one advisor from each of the schools, as each school has different needs that need to be addressed.

Digital Mapper options – technology needs per GI 2025 initiative – June 2022 report--Jaimi Paschal
- J. Paschal updated the group on RunnerConnect. She shared that as of now 18 other CSU's have been using it and that several of them have done presentations on how the system has helped in closing equity gaps.
- She also mentioned the RunnerConnect Task Force is looking at doing a rollout by spring and that they will be hosting workshops on how to use the system. They will still not be pushing it to the faculty until Provost Harper gives the go.
- The Chancellor's Office is requiring every campus to choose a digital planner software. Enrollment Management has currently been talking to many vendors for the digital planner, but a decision still has not been made nor has it been decided on who will administer the planner.

Assistant Dean of Students – New Role & Responsibilities -- Emily Poole Callahan
- E. Callahan shared that Students Rights and Responsibilities Office name had been changed to the Dean of Students Office.
- The faculty, staff and students' advisory group has been discussing and identifying areas of improvement. An issue that came up a lot during their discussions was concerning the lack of communication.
- She also shared that during her time in the new role a new policy has been developed. They are also very close to implementing the new software for case management called *Maxient,* a software that will be used for academic violation cases. They also hope to implement a system called CARES that will address students of concern so as to provide them with the resources they need to be successful.
- E. Callahan shared that the COVID compliance policy's deadline is not punitive simply because an individual cannot obtain their booster until 5 months after getting the second dose. Additionally, the student must submit an exemption form and comply with the regulations of getting tested once a week or else they will continue to have a hold.
- As far as who to contact when it comes to COVID issues, E. Callahan will put together a guide and share it with the group on what cases go to her office and which go to Erika Delamar.
- The group expressed their concern on how to know whether a student had done the screening and how that would be implemented as students returned to campus.

- E. Callahan recommended that everyone verify that students have done the screening and if they have not to let them know why it is so important that they must complete it. She also shared that they are looking at other ways to ensure that everyone coming to campus is complying with the policy.

Restructuring advising models, EAB (RunnerConnect) workshop Jan, 13, 2022
- The workshop discussed ways of making advising more holistic. The group will further discuss this issue at their next meeting.

Professional Development Fund-Usage Proposals --- School's Professional Advisors
- There is money available for advisors to use to attend conferences and other professional development activities. L. Vega asked the group to ponder what conferences they may want to attend, because the money must be used by the end of the summer.
- The group suggested using the money for the mental health training that they had previously discussed having in other meetings.

New Website for ALT – see https://www.csub.edu/academicprograms/advising-leadership-team
- L. Vega shared that the ALT has a new webpage. The page is now up and running. He asked the group to look over it and share their thoughts on what should be changed/improved.

Other items discussed
- L. Zuzarte updated the group on the academic maintenance plans project: Active or No Longer Offered or on Moratorium or Invalid. If students have been assigned to the incorrect code, then advisors must let the registrar's office know so they can fix the issue. Additionally, there are still a few plans that need to be modified for accuracy and she will provide ongoing updates to ALT until all the academic plans maintenance are completed.

Meeting ended at 3:16 p.m.