

ADVISING LEADERSHIP TEAM MEETING
Monday, February 3, 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, Lisa Zuzarte, Melisa Medina-Cruz, Yolanda Moreno, Elaine Correa, Seung Bach

Absent: Vikash Lakhani

Guest: Jonathan de La Fuente, Study Abroad Coordinator

Meeting began: 2:00 pm

Jennifer McCune thanked everyone for attending, introduced Mr. Jonathan De La Fuente, who was invited to discuss the Study Abroad program. There have been questions regarding the timeliness of grades being reported and entered on to the transcript, communication gaps regarding the articulation of those classes, and just an overall lack of understanding of the students' record processing once they've returned from studying abroad.

J. De La Fuente - states that for students wishing to study abroad to receive financial aid a course approval is completed before they depart. A process is in place that requires that students complete this course approval process at least six months in advance so we know what courses our students are taking and to make sure the courses count for their graduation.

Students are instructed to go to their department chairs to get the course approvals. Often times, a student begins with their advisors as some do not know their chairs - department chair's approval is required. If we are sending a student abroad, we have syllabi with course approval, this is prepared by the time the student goes to the chair for their review. Once everything is approved, J. De La Fuente takes it to financial aid, they have an additional document they require students to have, at this point, they go in to verify financial aid eligibility. They go abroad, they complete the courses, and once they return, we require they obtain a WES evaluation report. There is an additional fee for the evaluation. It is the student's responsibility to pay for this and the original transcript they receive.

Once we have the WES report, and grades are received, Extended University enters them into the transcripts and students are instructed to meet with their advisors or with their department chair to complete the process. Some departments follow this process, and some do not and this is where the inconsistency lies. Not all chairs know the exact process of this and not all of them realize they have authorizations to do substitutions. The substitution will be processed once it is verified the student has passed their classes.

All Study abroad and International Program matters should be directed to Jonathan De La Fuente. If the students are studying abroad in their final year or final semester it is an IP protocol to let students know there will be a delay in their graduation in receiving the transcript and diploma because we must wait at least one semester to receive the transcripts from abroad.

- J. McCune and J. De La Fuente will work together to upload any substitution documents into OnBase.
- A. Sixtos will share a checklist that A&H uses with J. De La Fuente. He will edit the document so it can be used in IP.
- D. Jackson suggests having a clear workflow to close all the gaps. J. De La Fuente will work on this.

Professional Development Survey - D. Jackson submitted a professional development survey form, the group has accepted it and will begin to work with it.

Registration during Schedule Adjustment Period - A. Sixtos asks if there is additional language other than what is in the catalog that discussed adding courses. A professor did not want to allow a student to be in the class even though they added prior to the last day to add.

- D. Jackson will draft a memo to send to the Senate for review of the catalog language regarding registration during the schedule adjustment period and will bring in for review at the next meeting.

Late Admits - J. McCune indicates that there were concerns from some of the advising centers regarding late admits and students showing up on day one needing advising or help to register for classes. Of the students that were sent to her, one was an athlete and two were students who had been reinstated through Dr. Jackson's office. J. McCune also reminded the group that students who have been gone from CSUB for one year or more and apply for and are granted reinstatement, have to get an application code from the Admissions Office. There is a limit of codes that are received from the Chancellor's Office and they do have an expiration date. Debra Jackson and the Office of Admissions and the Registrar have a meeting scheduled to discuss reinstatement and readmission timeline.

ALT Membership - J. McCune announced this is her last meeting she will be stepping down as Chair of ALT and welcoming Debra Jackson, who will be the new Chair of ALT beginning on the next meeting, February 24, 2020.

- Gilverto Herrera from SSE and Christina Hernandez from BPA will be added to the ALT committee and will be attending future meetings.
- Per Dr. V. Harper an advisor can have a designated proxy, but an advisor should not be coming in for an Associate Dean.

EAB Navigate - J. McCune states EAB Navigate is moving along well. An advising lead from each center has been added to the bi-weekly meetings with EAB.

- The name is going to be Runner Connect instead of EAB Navigate.
- It is expected that the Advising Leads will help to create the advising workflow the workflow can be edited per department, but we are trying to keep one main workflow.
- J. McCune will be asking Associate Deans for a faculty member from each school who can serve as a faculty champion for your area.
- Advisor notes or attachments do not come over from GradesFirst. There is a subcommittee working on how these notes and attachments will be exported and where they will be housed.

Courses Substitution Form - L. Zuzarte clarified with Kim Flachmann regarding the GVAR and the passing grade should be a C- as a minimum. She will update the Course Substitution Form and bring it back to the ALT for approval.

Advising Directors Meetings - D. Jackson will be attending the system-wide Advising Director's meetings at the request of Dr. V. Harper; however, Dr. Jackson will not be able to attend this next meeting, Dr. Liora Gubkin volunteered to attend in Dr. Jackson's place. The meeting will be held on March 19-20, 2020 in Sonoma.

- Travel expenses will be paid by the Advising Leadership Team.
- L. Gubkin will bring back and share information from the meeting.

Adjourned: 3:30 pm