<p style="text-align:center">**ADVISING LEADERSHIP TEAM MEETING NOTES**
Monday, February 8, 2021
Zoom Meeting 2:00 pm - 3:30 pm</p>

Present: Luis Vega (Chair), Tanya Boone-Holladay, Karen Ziegler-Lopez, Liora Gubkin, Seung Bach, Karlo Lopez, Belen Mendiola, Lisa Zuzarte, Anayeli Gomez-Navarro, Janine Cornelison, Melissa Medina Cruz, Deisy Mascarinas (Admin Support).

Absent: Ilaria Pesco

Action Items:
➢ L. Vega will request to remove the November 1st line on the academic calendar.
➢ M. Medina Cruz will follow-up with the Registrar Office regarding a system for progress towards degree for all students.
➢ M. Medina will send out an email to the Advising Centers and request how many people would be interested in a 1-day first aid mental health training.

Meeting began at 2:00 p.m.

Updates
There have been no changes to the calendar with the repopulation of student enrollment for fall 2021. The departments will be receiving numbers based on data that will determine whether to schedule courses face-to-face (FTF), asynchronous (online), synchronous (S1), or flex-attendance (S2). After the numbers are distributed to the departments, it could possibly be in the next 2-weeks, we will know more about calendar changes, if any. There will be a meeting tomorrow around the calendar.

Registrar Office ALT Representation
The degree audit is moving to the Registrar's Office. J. McCune requested that we consider someone from the Registrar Office to be a representative on this committee, given that the degree audit is something that has direct impact in this group. L. Vega asked the group for feedback:
• There was discussion in the past about the charge or purpose of this group and we decided to table that until *InsideTrack* finished the report and we received directions from Provost Harper or Debra Jackson. We have not received direction, so should we add another person when we do not know what our purpose or function are?
• It was suggested that modifying the Degree Audit for accuracy can benefit more from a taskforce project rather than the ALT at this time.
• It was recommended that staff professional advisors from more than one area could serve if the request was made from the taskforce.

Academic Calendar
L. Vega requested feedback from the group before he takes the calendar change request to the Calendar Committee to add a week in between registration for continuing students and new students. Advisors agree that they would like to remove the line from November 1st on the calendar for new students, because they will not begin advising until the students are able to get registered. The reason for this is that there are overrides where students need advisors to be involved. Advising and registration can be done at the same time beginning November 8th. If the calendar change is approved, it will allow for an extra 1 week of preparation after registration begins for continuing students. There was a motion to remove the November 1st line out of the calendar, with no objections noted.

Advising Groups
Last semester, academic holds for Juniors and Seniors were not placed because of capacity limitations arising from COVID conditions, moving to a virtual environment, and increased enrollments. There were only holds placed for incoming Freshmen and Transfer students. The group will need to decide what holds they would like to place for the Spring 2021 term. There was a group discussion on holds, with agreement that evidence would need to be analyzed and weighted on the outcomes from last term's changes.

- When advising holds are based on class, and one semester we see Freshman and Sophomore students and the next semester we see Juniors and Seniors, it has a large effect on the big majors. Is there a way to see Sophomore and Junior students, and then Freshman and Senior students?
- Another suggestion was to not have a hold on a bulk of students depending on their class level, but for each individual student to get a hold placed once they have reached a certain number of units.
- It was suggested not to put holds on graduating Seniors.
- Some departments do not use the Advising Centers. They are requesting that only Faculty can remove the holds because they want to meet with their students.
- When Jaime Paschal put together the hold proposal and took it to the existing Student Success Network group at that time, it was requested that Juniors and Seniors have their holds in separate terms, Freshmen both semesters, and Sophomores' spring semesters. The proposal had to go through different committees (DCLC among them) and by the time it worked its way through that, the current holds is what we ended up with, where Juniors and Seniors are in the same term. How can we backtrack that?
- It would be a good idea for big departments to have groups staggered, so they do not see everyone at the same time. We can also accommodate the different departments in case they want to see all of their students. The Registrar Office may be able to receive a list of students that need to have holds placed, and the departments can provide those lists.
- Has there been conversation about how effective holds are? What impact do holds have on student progress towards degree? Do we have any data about what the impact on putting on advising holds are?
- As we talk about holds, there is a notion of intrusive advising because of GI 2025. They believe that we will increase graduation rates by putting these holds. Some of the evidence seems to suggest that intrusive advising tends to work from what we are hearing from other campuses. But how much investment to return is there? An assessment would be a good idea.
- There are a portion of students, that if it were not for the holds, they would not come in to see the Advisors, and they really need to. There are also those students that come into your offices and have it figured out and are on the right track. Is there another way to implement intrusive advising that is not as labor intensive?
- Often when we talk about intrusive advising it is used in a more targeted sense, and here what we are doing is blanket holds. Is that taking time away from our ability to do the kind of targeted advising that seems to be part of what people are talking about in moving certain populations through to graduation.
- In previous times, the holds were placed depending on your GPA threshold and as a Junior and Senior there were no holds anymore. Maybe GPA is a proxy on whether or not people need that assistance. A student who has a good GPA above some threshold can still make an appointment if they have questions, but not make it a requirement.
- If we had a functional degree audit, some Advisors may feel more confident in not having the holds. The holds for some students may be acting as a barrier because they could not register for the classes they needed.
- Once the degree audit is fully functional, there are queries we can run to identify which students need to come in to see their Advisor because they are not on track.
- J. Cornelison had a custom query built for the English department, but everything was done by hand, so it was not reading off of the degree progress report but instead the transcript. This way they can see the number of students and the seats needed in the English courses. It would be a lot easier to query if this was reading off of the degree progress report. For example, how many students need Senior seminar? We would be able to get an accurate count of that. Using *RunnerConnect* you can filter out the student group, and search for students who are currently enrolled in a particular course or have a grad check in for Spring. If they do not show up, then we know that there are students who applied for graduation who are not in the correct course they need to be in for Fall. We can then reach out to those students. If Advisors know they have a certain number of students who need a particular class, this information can be delivered to the Department Chair about how many seats they need of that class in that semester. This kind of data analytic would ensure that we have the right number of seats in the right kinds of classes.
- L. Zuzarte has been working on the query that was mentioned, but the degree audit has to be accurate, and Operations has been fixing all the things that are wrong to get us to the place where it can be built accurately as it relates to the catalog, what is published in the catalog for the requirements for that catalog year. It can then generate the different queries.
- Advisors will request queries be done around Transfer student units and the 120-unit requirement. They would like to be able to see those students who have applied to graduate with the transfer units from community colleges and their current enrollment units. That information can tell the Advisors if they will be

short units, and they can try and catch the students before census day. It was suggested we reach out to J. Paschal and J. McCune because transfer processing is within Enrollment Management.

- For student athletes, Advisors must know what percentage coursework has been done in their degree progress. The certifier in the Registrar Office does a manual check on this for 300 student athletes, and it is done after every term, including summer. They are looking into a program for progress towards degree and it would be great to expand it to all students so Advisors could know where students are within their major. M. Medina Cruz will follow-up with the Registrar Office to see if this program can be applied to all students.

CSU's Advising Policies
There was a request for the different Cal States to send their advising policies to Humboldt and this information was distributed but there were only 3 responses. https://drive.google.com/file/d/1oP-14EzzQNg9xEzBT7dfrr5IzmTpKkRj/view?usp=sharing

Update on Canvas
There was a request for Canvas to add zeros automatically in the grading system when the student does not submit an assignment, because right now it does not calculate the points. If the student did not complete an assignment it is as if they did not get marked against it. There is not a way for Canvas to change this function automatically, you have to go in and make the changes. Maybe in the future this is something that can be changed. Canvas is aware of this grading system issue.

Admissions, Registration, Advising
L. Vega has previewed a workflow chart that is going to be presented to an advising team (formerly known as, Professional School Advisors). Once the Advisors review the workflow chart, they can provide feedback to L. Vega. We can request for Ben Perlado to attend a meeting in case there are questions. The acronyms for the different stages of admissions, validation, registration codes will be presented to the Advisors.

Degree Audit Q2S Change
L. Zuzarte had an action item from the previous meeting to send a list of all the students who have a catalog requirement term prior to Fall 2016 who have not yet graduated. The list was sent on January 27th to this group. Requests for GE course substitutions should be submitted to Dr. Andreas Gebauer.

COVID-19, Challenges, Costs, Canvassing Effects on Students/Advisors
L. Vega sent an email to Jaime Paschal to see if she had noticed any patterns on Rowdy. Students asked about COVID-19 86 times between 8/24/20 through today, but only 7 mentioned it in a negative way. 278 students asked about dropping within the same time period, but the system does not prompt them why they are asking but instead refers them to the drop forms, to see their academic Advisor, and/or drop policies.

Workload Issues
There was a request from the coordinators about RunnerConnect notes. There is a concern that not every center has a coordinator and reporting lines. The Advisors and Coordinators report to the Deans and some to the Associate Deans, but there is concern that if they are getting directives from the AVP of Academic Programs that may "muddy the waters."

Mental Health Training Collaborative
When the advising dates get confirmed, the Advisors will be able to request dates for the first aid mental health training. We can possibly spread-out dates throughout the summer to accommodate everyone. Everyone would need to do a 2-hour pre-work course on their own, and once that is completed, they would then sign-up for an 8-hour zoom training. The maximum capacity for each training is 20 people, and the minimum is 5 people. A google document may be sent to the Advisors to select dates.

Meeting ended at 3:22 p.m.