

## ADVISING TEAM LEADERSHIP MEETING NOTES

Wednesday, February 13, 2019

3:30 p.m. – 5:00 p.m.

BPA 134

### Present:

Jennifer McCune; Tanya Boone-Holladay; Mark Evans; Liora Gubkin; Todd McBride; Yvette Morones; Jaimi Paschal (Guest); Lisa Zuzarte; Valari Kirkbride (Notes-taker)

### Absent:

Vikash Lakhani; Lori Paris; Dena Freeman Patton

### Action Items:

- McCune asked that members communicate to Chairs that Census day is Friday, and try to identify someone available to sign off on Add/Drop/Withdrawal Forms, in their absence

### Meeting Notes:

- Jaimi Paschal, Guest, to Discuss ALT Composition
  - Purpose is to advocate to the ALT on behalf of advisors to expand ALT representation to include advisors from each school and advising sub-groups.
  - Introduced several examples of advising leadership groups whose campus' have decentralized advising structure, provided by the campus Advising Director or Advisor:
    - Fresno State (Campus Advisors Network is online)
    - CSU Stanislaus (No information online)
    - CSU LA (No information online)
  - Drive policies and procedures for advising
  - Some handle faculty advising with sub-committees from Senate – Fresno's Campus Advising Network invites all faculty and student advisors to meet
  - If in attendance, Advisors would provide quicker feedback; policies and procedures put in place faster
  - Adding an ASI representative would provide student perspective when considering policy
  - Can advisors attend as non-voting members?
  - Suggested from Boone-Holladay that topic be kept open for discussion
  - From Morones' perspective, a challenge is communicating what is gathered at the ALT meetings to appropriate Advisor
  - Considerations would be to open the meetings to campus Advisors; Advisors better equipped to provide feedback on forms, policy—boots on the ground experience, etc.; alternate 2 school Advisors each year;
  - McCune mentioned that the meeting notes are published on the website to increase transparency
  - The group estimated that there would be a minimum of 8-10 additional members if all schools and special units had a representative on the team
  - McCune will open up topic for discussion at next meeting, on which Harper has been briefed
- McCune mentioned that Harper will present some items from the General Faculty Meeting to the ALT at next week's meeting

- New Add/Drop/Withdrawal Form
  - Chairs not confident that instructors knowledgeable about pre-requisite satisfaction, and wanted the additional signature line as oversight
  - Some Chairs understood that they were signing off only on their respective courses
  - Electronic form will not solve pre-requisite checks or department best practices
  - Unity in expectations is needed from Chairs
  - McCune said she is still collecting feedback from Chairs and students
  - McCune benchmarked other campuses on their processes (CSU Dominguez Hills provides permission to add numbers to faculty to give to students. System blocks students who don't have appropriate pre-reqs)
  - Old form will be accepted by A&R through this semester
- Holds Proposal Update
  - Harper said it is on the February DCLC agenda
- Holds Placement
  - Gubkin wanted to know if there's a way to align all holds that are placed on students' records after Census day, and before Advising meeting so Advisors are aware of them when meeting with students for advising: T9, Student Financial Services, ADT, Advising, Admissions
  - McCune will reach out to appropriate departments and make inquiries
- Advisor Professional Development (1 handout)
  - McCune went to the PSA meeting to elicit more ideas for the technology area. They will forward their topics to her to offer in Spring
  - San Diego State speaker fee is \$12k; will need to find other options
  - Mike from Humboldt will present the Diversity training component
  - In Spring term (last week or 1<sup>st</sup> week of March) Technology topic will be offered. McCune will reach out to Jeanine in PSA.
  - Beginning Summer (end May/beginning June) the Diversity topic could be offered
  - The Team topic would be offered in Fall—start thinking about speakers and other topics
- Change of Major/Minor (3 handouts)
  - Benchmarked policies from other CSUs as displayed in the spreadsheet handout--review and prepare to discuss at next meeting
- GE Petitions Work Flow
  - Talked to Lori Paris and there are still some questions
- Serious and Compelling Withdrawals
  - Need clear definition in catalog and consistent adherence across campus; Chico has a good example
  - Executive order states individual retroactive course withdrawal is permissible
- Advising Rep on Academic Calendar Committee (Tabled)
  - Dr. Knutzen wants advising group to choose
  - What kind of call should go out and to whom
- On Base Document Management System (Tabled)

**Handouts:**

Agenda

CSU Major/Minor Declaration Policy Comparison

CSU Long Beach timely Graduation Requirement

Email *Declaring/Changing a Major*