

## **ADVISING LEADERSHIP TEAM MEETING NOTES**

Monday, February 14, 2022

Zoom Meeting 2:00 pm - 3:30 pm

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

**Absent:** Liora Gubkin

**Meeting began at 2:00 p.m.**

### **Advising – Update from Statewide Meeting: Student Conduct & Term Withdrawals**

- L. Vega shared that the statewide meeting mainly focused on the fact that some campuses are having problems with some students who have received 'F's' due to academic dishonesty breaches and used term withdrawals so that their GPA is not affected. Term withdrawals do not require the faculty approval. This is of focus now at the Chancellor's Office and appropriate best practices, and if necessary, policy amendments will be forthcoming.
- This is not currently identified as an issue at CSUB as students must present a compelling reason to be able to do a term withdrawal and Schools' academic deans practice a consistent policy on allowed deadlines and permitted evidence.

### **Digital Advising Solutions per GI 2025 initiative – Ongoing Updates**

- Another issue brought up at the Statewide Meeting was concerning the digital planners. L. Vega shared that SMART planner had been bought by Highpoint; however, they have their own planner, they want to promote. They are moving to discontinue support for SMART planner. He also mentioned that licensing terms allow us to keep SMART planner despite Highpoint's plan; however, to do so campuses will have to maintain the planner and support it.

### **Academic Holds for Fall 2022 – to be placed after Census (2/18/2022). Appendix A**

- L. Vega shared the current plan with respect to dealing holds and asked the group whether they wanted to keep the same plan or change it.
- The group agreed on keeping the same plan according to fall and spring terms that parse workload into equal loads. L. Vega stated he would share the schedule with the DCLC (Department Chairs' Leadership Council), as some chairs want discretion on whom should have academic holds for their own students. J. McCune will release the agreed plan to the campus through the SSN after census date (2/18/2022).

### **Advising Task Force (ATF) – Nomination/ Vote of 1 ALT Representative – Appendix B**

- L. Vega shared that each school would hold their own nominations/elections for their professional and staff advisor representatives to the ATF.
- L. Vega asked the group to consider having an AARC representative instead of one from the ALT since there is currently no representative for that area.
  - The group agreed that if they could elect an ALT representative and one for AARC, they would be in support; however, if the AARC representative would take the place of the ALT representative, then they would not be in support.
  - S. Bach suggested that before selecting their representative from the ALT, they wait for each school to elect their representative to ensure someone is not playing a double role.
    - It was shared that Schools' elections had already been made. The person nominated, elected, and supported to represent the ALT, Y. Morones, had not been selected to represent her school.

### **Professional Development Fund – Usage – Budget Proposal – Appendix C**

- The NACADA meeting will be held on March 16 to March 18, 2022, in Orange County. The deadline for applying is before February 16, 2022, to get a refund; however, they may still apply after that February 16 deadline, but fees are higher.

- L. Vega shared the plan for the allocation of professional funds. He shared that the funds could be used for NACADA and mental health training. He also shared that if not all money is used this year, it may be possible to use the money next year if a detailed, specific—time, place, purpose is specified for the carry over into next year.
- It was noted by I. Pesco that Janet Millar from the Counseling Center had developed several modules, lessons, and strategies for mental health first aid that could be delivered for free and that she will be consulted first for availability and willingness to assist academic advisors.
- The process for applying for these funds which as of now will be around \$1400 will involve advisors relating their request to issues of diversity, equity, and inclusion themes as outlined by the GI 2025 initiatives released by the Chancellor's Office.

#### **Administrative Unit Assessment for ALT – Mission, Goals, & Measurable Objectives**

- L. Vega shared the modified draft of the ALT mission, goals, and measurable objectives. He stated a Qualtrics survey link could be given to students after an advising session, as IT does when we request services. The draft questions need input from the associate deans and advisors and ALT will need consensus in what is ultimately chosen. It was decided discussion and feedback will continue into the next meeting.

#### **Restructuring advising models, EAB (RunnerConnect)**

- L. Vega shared that the AS&SS subcommittee in the Senate had drafted a document that discusses suggestions for what they believed should be done with respect to how to identify and negotiate roles, responsibilities, and expectations among academic advising stakeholders (departments, faculty-, and staff-advisors). He also shared that the subcommittee had consulted most major stakeholders in preparing the document, which would go to the Advising Task Force. The document will be available in the agenda and minutes of the AS&SS webpage.

**Meeting ended at 3:30 p.m.**