

## ADVISING LEADERSHIP TEAM MEETING NOTES

Monday, February 22, 2021

Zoom Meeting 2:00 pm - 3:30 pm

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

**Absent:** Melissa Medina Cruz

### Action Items:

- L. Vega will seek consultation regarding deadlines for Appeals of Disqualification.

**Meeting began at 2:02 p.m.**

### Updates

- Holds typically take place right after census day, but there was an extension made so that holds could be placed on March 2<sup>nd</sup>. L. Vega attended the DCLC meeting and one of the issues that he encountered was that messages in the Student Success Network (SSN) are not being read by the Department Chairs, and that is where a lot of the information goes out. There may need to be more consultation with the DCLC as well as the Senate, because some of the changes that we do require Faculty input.
- The request to have a 2-week window between registration/advising for new and continuing students, was not approved with the Calendar Committee. Changing the calendar involves taking the proposals to the Senate and to the Chancellor's Office and it is a lengthy process and there are many bodies involved. Because the change has been done before we cannot continue to go back and change the calendar. Advisors would like for the next calendar requests moving forward for their request to be considered. There was a suggestion to explain to Dr. Dwayne Cantrell to possibly have the Calendar Committee meetings on a monthly basis so that this would allow the Advisors the opportunity to be able to present their requests, so that when it has to go to Senate it is not the only time they meet. Advisors would also like to know what is required to be on the academic calendar that goes to the Chancellor's Office. There are things that are added to the academic calendar that do not necessarily must be approved by the Chancellor's Office. Possibly we could have the bare minimum in the PDF and leave out the rest or make a separate note. Advising dates and grad check deadlines may not have to be on the PDF. We have a PDF with an inaccurate date and our website has a different date. We need to know which changes can be made without approval and which changes need approval from the Chancellor's Office.
- There have not been any statewide meetings. L. Vega shared webinars via the Student Success Network that relates to advising and the graduation initiative. One webinar is titled: Undeclared, Undecided, Exploring students <https://csub.box.com/s/cdhgqgeehhbxde5q8us2djxjnak93agi> and another webinar is titled: Diversity Training Toolbox: <https://csub.box.com/s/cdhgqgeehhbxde5q8us2djxjnak93agi>

### Instruction Modalities Fall 2021

There are going to be four modalities that we will be working on, and they are face-to-face, asynchronous, S1 synchronous, and S2 flex attendance. The flex modality has a lot of possible permutations in it, and those permutations are being determined by the faculty. An individual faculty member is making their own safety risk assessment and thinking about how they can meet student needs and safety issues as they put forward their proposals. The proposals are due Friday, March 5<sup>th</sup>. We do not know what the proposals will look like, but we anticipate that they will be similar to spring semester, which we were calling hybrid courses. Some flex formats have variations, and we had everything from an optional one time visit to the Dore Theatre to attending a set amount class time, every class session. There were also performance-based classes, and groups were coming in at certain times. The challenge is that we needed time for faculty to figure out what to propose, figure out if there is a classroom space for the requested times, and how can we make that possible. The Associate Deans goals are to support as many face-to-face requests as we get, but there is a possibility that we will not get many requests. Few faculty members are opting for face-to-face courses, but we will see more definitively on March 5<sup>th</sup>. Once we see the population of those that we are working with, we will work together to help students understand what they are signing up for and let them know if there is variation in that. The variations will look different depending on

whether it is a theatre class, chemistry lab, or a counseling class, to give some examples. We do not want to standardize the flex classes. There will be some enhancements on the class search of Peoplesoft so that the class notes show up on the first page when the results show up. Departments will have the opportunity to add specific class notes for specific courses. A chart will also be included that explains the different modalities. The syllabus may need to be updated to reflect the correct class modality. Associate Deans will be meeting to further discuss class notes and scheduling. They will work together with the faculty and the administrative support coordinators (ASC's) to make sure the notes are clear.

If there is too much flexibility, a student may have to be at 2 places at the same time because 2 different instructors scheduled something. Some faculty used the S1 time blocks last term, with the approval of the Deans and Provost, so that students did not have conflicts with other classes. The messaging about A1 finals was that it was up to the instructor to find a time that would work for all of their students in their class, and that was a challenging directive to put on faculty.

Advisors asked if faculty could consider how decisions on the class modalities impacts students' decisions to rent apartments. Advisors may feel like they are the face of that problem because students may get upset when told by their advisor that they must be physically present in class, but the instructor is not following modality of record.

### **2021-2022 Catalog "Go Live" date**

Many deadlines have been pushed out and Academic Operations is working on reviewing the curriculum. Some departments have requested changes for their curriculum. It is not likely that the catalog live date will be March 15<sup>th</sup>. Advising dates were shifted and Advisors have a smaller window between advising and registration for the new and continuing students, as they prepare for the influx of transfer students. Advisors mentioned that they must prepare outlines for the new students based on the catalog. They do not create outlines without the catalog because in the past they would make changes based on what they were told the departments were submitting, but they would not match the catalog. L. Zuzarte will have a better idea of when the catalog will go live by the end of the week. The things that get approved in the Curriculum Committee in the next two weeks will not be approved for the 2021/2022 catalog because the deadline has passed. The only accommodations that will be made will be for area F (Ethnic Studies). If there was a pending proposal submitted before the deadline, it will be accepted. The Fall Curriculum Committee meetings are for this upcoming catalog, and the Spring meetings are for the following year's catalog.

BPA received an email from the Chancellor's Office regarding the Transfer Model Curriculum (TMC), and there are changes that will be effective for Fall 2021 and be distributed to community colleges. They would like the school to accommodate the new TMC, which has changes in the courses and a unit was added. We do not know how that will affect the majors yet, but BPA will let L. Zuzarte know if any changes are needed to accommodate the request from the Chancellor's Office.

A timely catalog is needed, if departments changed prerequisites to courses.

### **Advising Holds**

It was agreed that we are going back to the regular calendar and Freshmen and Sophomore students will have universal holds. Departments who wish to see their Senior [Junior] students for advising, will need to request holds to be placed for those students. By March 2<sup>nd</sup>, academic advising holds for the Summer/Fall 2021 semesters will be officially placed.

### **Disqualified Students admitted after last day to add**

Students have been readmitted through appeal to disqualification and they attempt adding classes when classes have begun, or after the last day to add. Advisors requested for students who are getting readmitted, that such re-admission be done before school starts so that advisors can have enough time to get the students courses. Advisors would like to see a hard deadline prior to classes starting so that students are able to make an appointment to see their advisor. The Academic Petitions Committee (APC) has accepted appeals because currently there is not a deadline for *Appeals of Academic Disqualification*. We may need to reconsider having a

deadline for appeals and have them processed before classes begin. Advisors suggested that students should submit their appeal prior to being dropped from their courses. Between the time the student finds out about their disqualification, submits their appeal that requires a signature from an Advisor, it is reviewed by the APC, then it has to be processed by the Academic Programs Office and the Registrar Office, it is approximately a two-week process after the appeal is submitted and students are dropped from their courses. L. Vega will seek consultation regarding this matter and see if pre-existing policy is in place.

In order for students to add courses after classes begin, they need approvals from their departments. In some instances, students do need general education courses or additional courses to help get them to the minimum 120 units. The goal is to get the students into courses that they can repeat and get the original grades excluded and improve their GPA.

### **Additional Items**

- In November, L. Zuzarte shared a catalog rights guide, and the intention was for Curriculum Committees and Chairs, to see how the changes made to the catalog can impact students or just the catalog. The catalog rights guide will be included in the curriculum forms' instructions guide that is available on the academic operations webpage.
- Academic Operations has completed the maintenance fix of the 'informally grandfathered' Quarter GE courses into the Semester GE package. This fix was completed just before the December 2020 break.

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