

ADVISING LEADERSHIP TEAM MEETING NOTES

Monday, March 8, 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, Melissa Medina-Cruz, Deisy Mascarinas (Admin Support).

Absent: Ilaria Pesco

Guest: Jennifer McCune

Action Items:

- L. Vega will follow-up regarding the Appeals of Disqualification process.

Meeting began at 2:03 p.m.

Updates

- L. Vega shared a webinar about supporting the Asian Pacific Islander Desi American (APIDA) students. <https://calstate.zoom.us/rec/share/KWYw0ykbGZG98bPTToQBcQjMYek3fmlwKTUHqbpuxe7G-RmghpogE0ENOZ50AsLc.SXmkg-tyaZO-BPnQ>
- The statewide meeting discussed combining the advising team and the orientation team. L. Vega will reach out to Crystal Montoya to learn more about our orientation team and how they operate. There may be a support group created for the orientation team.
- The Early Start Program is a priority and will be statewide funded. Some students who were admitted last year may be behind, since they did not have access to the early start courses. They are working on some strategies to bring students up to date. There is concern that for this upcoming summer, that students may still be home bound and will be attending the University in their home instead of the University where they were admitted. There is disparity in how these early start courses are taken. Some students take the courses as a college credit for General Education and others just want the remedial aspects of it. There was a consensus that students should be taking the early enrollment courses at their destination University.
- There is an opportunity for this committee to propose putting together a webinar or attending a conference, instructions were placed in the Student Success Network.
- The Chancellor reported in a presentation that 240 million dollars have been restored to the budget. We do not have any cuts and California is up 2 percent in our budget.
- There is going to be a push for counseling services for students who are at risk with equity issues. There may be opportunities to partake in any workshops that may be offered to reach out to our students who are in a precarious situation.

Grad Check 90-Unit Eligibility

In the past, the grad check eligibility began at 84 units because they had to fit it in 1.5 terms before the student graduated. Currently the grad check eligibility is still at 84 units, but we are only allowing students to apply 1 semester before graduation. Some students who are recently transferred and are upper-division transfer students with 84 units are receiving emails about applying for their grad check. Many of these students are coming from the Antelope Valley campus and they are nowhere near ready to apply. There was a recommendation to push back the limit to 90 units for students to apply for their grad check later. Advisors were asked to provide their feedback:

- Some advisors would like to keep the grad check eligibility at 84 units.
- When students are notified that they can apply for their grad check, they are also notified to meet with their advisor. Advisors can let them know whether or not to apply for their grad check.
- This may be an issue in higher-unit majors, but for lower-unit count majors it is best to keep it at 84 units. This allows advisors to have important conversations with the students, whether they need summer school or if they can take the BYU flats exam.
- The Registrar Office may be testing out a process for a *proactive* grad check instead of a *responsive* grad check.

Instruction Modalities Fall 2021

Associate Deans have received the schedules and are in the process of sorting and compiling what the classroom requests are. They will be populating the spreadsheet based on the socially distanced room capacities and once they have those, the next task is to finalize the language that will be on the class notes in Peoplesoft. There may be a template created that will be sent to department Chairs and ASC's that will need to be filled in with the specific information for S2 courses. The notes for S1 courses may be split into two different notes, as some students will be expected to be on zoom for *every* class session and some students will be expected to be on zoom for *some* class sessions. The students will be notified to look at their CSUB email for clarification of the expectations of a particular class. When students search for classes a table with *Class Instruction Mode, a Legend* will be displayed in Peoplesoft, which will have a description of each modality. The class notes will appear right under the class details rather than being embedded in the class link. Academic Operations is working on a detailed schedule build instruction document for ASC's. If a course is face-to-face, the enrollment capacity is going to be based on social distance caps. Associate Deans have until March 19th to solve any classroom assignment problems and the ASC's have until March 26th to get their schedules into Peoplesoft. Registration begins May 3rd.

Students and Faculty relying on Degree Progress Report (DPR) to calculate units

Advisors requested to have units removed from the degree progress report, or the academic requirements page, because students and faculty were calculating the units from there and it was not accurate. J. McCune and her team have recently fixed this issue. In terms of the units' section on the degree audit, certificate classes are no longer pulled into the degree audit and community college transfer units have been capped at 70 units. J. McCune and her team are actively working on the credit/no credit classes to cap at 30 units and other issues regarding Kinesiology PEAK and GST courses. J. McCune reported that the ticket system has been helping in solving many of the degree audit issues and encouraged the advisors to report any issues they encounter. For issues that are reported, emails will be sent via ITS service now, with updates reported based on ticket number.

Disqualified Students admitted after last day to add

L. Vega had a discussion with Debra Jackson, and it was agreed to allow for a 2-week window prior to start of the semester for students to submit their Appeal of Disqualification forms. The Academic Petitions Committee (APC) will accept and review the *Appeals* at any point, but if the student does not submit their appeal before 2-weeks from start of classes, it will be approved for the following term. Deadlines are already applied for students who *Petition* for Reinstatement and who need to reapply to the University as returning students. The reinstatement petition deadline is always 2 weeks prior to the admissions application deadline. The Fall 2021 reinstatement petition deadline is July 1st, 2021. The appeal process never made it to full Senate two years ago. L. Vega will follow-up further on the Appeals process and how we should accommodate the students. K. Ziegler-Lopez may have documentation regarding appeals that she can share with the group.

Academic Calendar

The academic calendar was approved. L. Vega attempted to add another week between registration/advising for new and continuing students for the fall 2021 semester but was told that may delay things. For now, we only have one week in between registration/advising for new and continuing students. L. Vega will work on getting a 2-week window in the next academic calendar.

Academic Advising Communications Plan

L. Vega was told that he needs to do a better job in communicating and coordinating with faculty advisors on issues or proposals that arise from the ALT. Faculty advisors are also affected by the changes and decisions that are made in this committee. L. Vega asked for feedback from the group in terms of effective ways to communicate and coordinate with faculty advisors:

- Some professional staff advisors with a few faculty advisors in their department have been able to communicate to them about the changes on holds and other school-based decisions.
- There are structural issues that have been happening longer than L. Vega has been Chair of this committee, so it is not about how well L. Vega is communicating to people. This may be a push to get at some of the structural issues around why ALT still exists, what are its parameters, and what is its relationship to all advising that happens on campus?

- There is no faculty advisor representation in this group. We need to have clarity in terms of what is the role of this group because without that we will continue to have these issues.
- There may be a group like ALT for Faculty Advisors and Debra Jackson may know who the people are in this group. We are unsure if this group still exists.
- *InsideTrack* people came and did a report on advising. Dr. Jackson may be working on a proposal on changes to advising. Is there going to be a transparent process? Are we going to get to see this proposal or get an opportunity to give feedback on this proposal? Are the faculty advisors going to get a chance to give feedback on the proposal? L. Vega will look into this and report back to the group.

Meeting ended at 3:30 p.m.