

ADVISING LEADERSHIP TEAM MEETING

Monday, March 30, 2020

Zoom Meeting 2:00 pm-3:30 pm

Present: Debra Jackson (Chair), Marta Ruiz (Admin Support), Liora Gubkin, Todd McBride, Melissa Medina-Cruz, Elaine Correa, Christina Hernandez, Lisa Zuzarte, Seung Bach, Adriana Sixtos, Yolanda Moreno, Vikash Lakhani, Gilberto Herrera

Absent: None

Guest: Dwayne Cantrell

Action Items:

- Everyone is to check with their areas about the changing of the grading and get back to her this week so she can meet with the provost regarding this.
- D. Jackson asks that everyone think about the possibility of having one central email address for students to send their questions about this and see if this is something that would work as a good process for fielding students' questions and process the requests or any other ideas. The feedback needs to be sent to D. Jackson this week.
- D. Jackson will send the link for on-demand training to everyone and will reconvene at the next meeting.

Meeting Starts 2:00 pm

- ❖ DJ asks for a vote on changing the Goals for AY19/20 to Survive the rest of the term---
- ❖ Do the best you can with everything that is going on- This is Approved by the committee

Changing Grading Basis -

- ❖ D. Jackson shares with the ALT committee that many students have asked if their grading basis can be changed from letter grades to CREDIT/NO CREDIT. She has been working with Lisa Zuzarte, on this document and they are working with the Provost who is talking to the Senate to get this vetted. Many universities have gone to this action, so it is possible students can change their grades from letter grade CR/NC before the census date. CSUB may be extending this deadline and then helping students understand the consequences if they were to choose to do the CR/NC option. This is a draft that is being worked on it needs to be vetted many more times before it goes out. There are certain repercussions in some cases where the students would choose to have CR/NC. This is optional for students, it is not a blanket for all the courses, we need to provide them with all the information so they can make an informed choice. This is just an FAQ on what the current policy is, if there are changes then it would need to be vetted by the Senate. At this point D. Jackson is sharing the information so people know when the students are asking about the CR/NC option that the students can be informed that we are looking at it and we are going to provide them with information about what is possible.
- ❖ E. Correa requests place a disclaimer at the top of the page indicating that this document pertains only to the Spring 2020 semester.
- ❖ L. Gubkin suggests making it clear that this option is only to assist students in specific situations, not something that should be used by everyone.
- ❖ V. Lakhani suggests running this document by J. McCune and C. Morris, he will run it by Jamie Pacheco to see if she has any input on the veteran center side.
- ❖ D. Jackson proposes to create an email like credit-no creditnocredit@csub.edu, so we have one centralized area of communication where students could email their questions, and Fatima Ramos could be the advisor that can answer all those emails. If she needs to she can reach out to one of the advisors in each of the schools if she has questions regarding that students' academic plan. This can help with the advisors in the schools not get overwhelmed with the students calling and wanting to see them and get their forms signed. D. Romero was also an advisor and as the AARC Coordinator she would assist Fatima, she has been with CSUB for many years.

- ❖ A. Sixtos suggests as E. Correa had suggested, to speak to the other advisors that are not here today and see what their opinions are before pushing it through.
- ❖ D. Jackson asks for everyone to check with their areas about the changing the grading and get back to her this week so she can meet with the provost regarding this.

Updates on Registration Dates

- ❖ E. Correa proposed the registration dates be moved to May 11, 2020, so the advisors would have more time to get through to everyone.
 - D. Cantrell would like to hear from the entire group how changing from April to this May 11th will be impactful.
 - Melissa Medina-Cruz, Adriana Sixtos, Gilverto Herrera, Lisa Zuzarte, Yolanda Moreno, Todd McBride, Christina Hernandez, all support E Correa's proposal of changing the date to May 11, 2020. Liora Gubkin would like to have this date be before the end of classes and not in the middle of the finals.
 - D. Cantrell needs a proposal from the ALT with a recommending to moving registration to this date, he will then take it to the Provost and run it through DCLC. Moving it has some challenges one being the communication piece, basically reversing all the registration appointments and communicating this out to the students. The second piece is finals, registration would still follow the regular order we are only moving the dates.
- ❖ D. Jackson asks E. Correa to draft a recommendation for the ALT group with the rational and proposed date and we can circulate it with ALT this week and we can have something for D. Cantrell by next Monday, April 6th. The new recommendation date would be Monday, May 4th, E. Correa will forward it to the ALT group giving a 24hrs return date with edits or ideas.

EAB Updates

- ❖ D. Jackson has an email from J McCune- saying we can export all the information from GradesFirst and added to Runner Connect.

Most common ways to handle errors

- ❖ Melissa sent a document showing some samples of the most common holds that the students run into.
- ❖ M. Medina-Cruz shared an email from D. Jackson, it is Best practices for Serving Students Remotely, Advising Virtually, it is an on-demand training on YouTube, D. Jackson will send the link to everyone and will reconvene at the next meeting.

Adjourned 3:35 pm

Next Meeting Monday, April 13, 2020