

ADVISING LEADERSHIP TEAM MEETING

Wednesday, May 8, 2019

EDU 242 CONFERENCE ROOM

3:30 pm – 5:00 pm

Present:

Dena Freeman-Patton, Jennifer McCune, Liora Gubkin, Tanya Boone-Holladay, Todd McBride, Yvette Morones, Lisa Zuzarte, Marta Ruiz (Admin Support)

Absent: Lori Paris, Aaron Hegde, Mark Evans, Vikash Lakhani, Belen Mendiola

Action Items:

- J. McCune and L. Gubkin – flyer for first Advisor Professional Development session, with Maylanie
- J. McCune and L. Gubkin – travel and other arrangements for Mike Le and session one
- ALT – establish parameters for midterm progress reports
- T. McBride and M. Evans – advising framework to J. McCune
- J. McCune – follow up with Debra Jackson regarding form for incoming students to challenge placement

UPDATE: Advisor Professional Development

- J. McCune – The first session is confirmed for Monday, June 10, 2019 from 10:00 AM to 3:00 PM.
 - Mike Le from Humboldt State University will be the speaker for this session
 - Lunch is included – Le wants networking during lunch break
 - Want to allow time for true professional development
 - J. McCune is taking care of travel for speaker and will meet with L. Gubkin to go over details
 - Yvette sent out a Save-the-Date to all professional advisors across campus
 - Checked with Yvette and Belen to make sure this date was okay as it is so close to the first orientation.
 - J. McCune asked team if they had any issues prior to sending out formal invitation with RSVP
 - J. McCune – Maylanie from the Printshop will create a flyer for all three sessions
 - L. Gubkin will send the wording for the flyer to J. McCune
- L. Gubkin – dates and leaders for the second two sessions – on 2nd Mondays of the month
 - Institute for Religion, Education, and Public Policy at CSUB
 - Monday, July 8, 2019 from 9:00 AM to 1:00 PM with Jonathan Young (do not have official confirmation on leader)
 - Monday, August 12, 2019 from 9:00 AM to 1:00 PM with Kathleen Hanson (do not have official confirmation on leader)
- J. McCune - Open to Professional Advisors in departments, not open to all of SSN
 - L. Gubkin – recommendation is 20-30 people per session for second and third sessions.
 - L. Zuzarte – Can all advisors be included in the first session due to value of Mike Le’s visit?
 - Difficult to include more in session one and not in the other two sessions.
 - Possibility of offering second two sessions again in the Fall if highly successful.
 - Will offer these three sessions to Professional Advisors only at this time
- J. McCune – the budget has been approved in full
- Advising Leadership Team members may attend the sessions

UPDATE: Midterm Progress Reports

- J. McCune – checking in on current status prior to meeting with V. Harper
- T. Boone-Holladay – recommends establishing parameters before presenting to faculty
 - Increased workload is going to be an issue

- Y. Morones – this was on the PSA agenda today
 - Workload issue and want to know if there will be additional resources
 - When faculty identifies a student as at-risk then give student a list of resources ASAP
 - External issue – see advisors right away
 - Internal issue in the classroom – see instructor right away
- D. Freeman-Patton – anticipates that midterm progress reports will be included in the University Strategic Plan
- J. McCune – V. Harper would like to see an increase in faculty midterm progress reports from 20-30% to 50-60%
- Y. Morones – high-touch vs. low-touch
 - Would this be included in In Range Progressions?
 - Will schools get same increase in resources as AARC did?
- T. Boone-Holladay – equity around faculty advising is an issue
 - ASCs do not have time or feel comfortable doing this
 - Do not want student assistants doing this
 - Retention specialist/Cohort managers – graduation specialist advisors may be a solution
 - Timing of responding is an issue – faculty will want to avoid doing this during advising time
 - L. Gubkin – Can often tell by Week 3 of the semester if student is in danger, often by attendance
 - D. Freeman-Patton – progress reports were done twice a term – at 3 weeks mark and 3 weeks before finals
 - L. Zuzarte – catching it sooner will help catch issues before census date and may be beneficial in terms of financial aid as well – could also save on number of petitions
- Medical Withdrawal – include on future agenda
 - Consistency is an issue
 - Make language in catalog clearer and correct – says student needs to go to the health center
 - Darlene Daclan in the Chancellor’s Office referred to Executive Order – per campus policy
 - May need to go to the Senate for changes to catalog and possibly removing requirement for instructor’s signature

UPDATE: Advising Framework

- J. McCune – still needs advising framework for T. McBride and M. Evans
 - Talked to Jaimi Paschal
- Need to go in the Orientation Packet this summer
- Deadline is May 24, 2019
- Maylanie will make it look good – one pager, front and back

DISCUSSION: OnBase Usage Across Departments

- L. Zuzarte – OnBase access and training
 - Who currently has access to OnBase?
 - Enrollment Management and probably BPA as they were in the first wave
 - All Professional Advisors have view access to OnBase
 - Confirmation of access and training for ASCs who closely assist with department advising have access (e.g. Tanya)?
 - Who has received training on how to navigate and use OnBase?
 - Y. Morones – training has been very minimal for advisors and there is a need for updated training (initial training only had two documents to view, need more for training)
 - J. McCune – reached out to each department right when they went live to see if they needed updated training and the response was yes but not until there are more documents in there
 - They need to have enough actual documents to view for the training, per Jaimi
 - Is there a timeline for when the other schools will transition to OnBase?
 - Waiting for OnBase to be fully functional

- Records went live April 1, 2019 and transitioning so most documents were not in until mid-April.
- Admissions just went live May 1, 2019.
- Plan was to get through the Spring semester and then start offer training this summer.

DISCUSSION: Advising Leadership Team Membership

- J. McCune – Debra Jackson has requested to join the Advising Leadership Team and V. Harper would like a recommendation from the team.
 - ALT would like to know the reason for her request for membership
 - Discussed the importance of members having a direct connection with student advisors
 - D. Jackson does have the AARC advisors
 - Decided to table further discussion until next meeting as four ALT members are not present today
- D. Freeman-Patton – Melisa Cruz will be taking over the job of overseeing the athletic academic student advisors effective July 19, 2019
 - Consideration of Melisa Cruz taking Dena Freeman-Patton’s position on ALT also to be considered
- Steve Walsh has also requested to join the Advising Leadership Team
 - Would he be representing advisors already represented by another member?
 - Vikash also represents Camp, EOP, Outreach, Bridge, Trio, and more
- Y. Morones – recommends writing up each member’s reason for being on the committee
 - Will provide transparency and reasoning behind memberships on ALT
- T. Boone-Holladay – will remain a member current member as selection process for the Associate Dean will not begin until August 1, 2019

DISCUSSION: Advising Leadership Team Summer Meetings

- Team decided to keep the calendar schedule of meetings every two weeks during the summer
- Selection of new members will begin in the summer
 - Schedule a joint meeting in mid-August to start talking about new representatives
- Meeting time after the term ends will be 2:30 – 4:00 PM

Next Meeting:

- J. McCune - Medical Withdrawal to be added to a future agenda
- J. McCune – Advising Leadership Team Membership to be added to next agenda
- L. Zuzarte – the GE course substitution group met last week
 - Working on revised form and workflow
 - Will provide a more detailed update at the next meeting
- J. McCune – will move forward on substitution workflow module
 - This is not simple so it will take some time
- Y. Morones – what is the process for incoming students to challenge placement?
 - D. Jackson is working on a form, so it is in process
 - Committee has finalized the form
 - J. McCune will follow up with D. Jackson

Adjourned: 4:24 PM