

ADVISING LEADERSHIP TEAM MEETING

Wednesday, June 5, 2019

BPA 134 CONFERENCE ROOM

2:30 pm – 4:00 pm

Present:

Jennifer McCune, Belen Mendiola, Liora Gubkin, Lisa Zuzarte, Mark Evans, Melisa Medina Cruz, Tanya Boone-Holladay, Todd McBride, Vikash Lakhani, Yvette Morones, Kathleen Knutzen (Invitee), Marta Ruiz (Admin Support)

Absent: Lori Paris

Action Items:

- **J. McCune** – Will draft documents for Vernon Harper.

DISCUSSION: Withdrawal Policies

- **K. Knutzen**- Presented a handout with different topics, thinks this is the appropriate group to work to develop and tighten up the language on these policies so they can be revised and taken back to the Senate in fall 2019.
 - **Stricter Enforcement of Drop Rules**
 - Students are permitted to withdraw from classes after Census Day when it should only be allowed for a serious and compelling reason.
 - Students are withdrawing from classes during week twelve through the end of the term.
 - ❖ **Recommendation:** Follow the policy at the department, dean and EM level.
 - All schools should determine where they will require the withdrawal of all courses or will allow the withdrawal of just one course.
 - Need to define what is a serious and compelling reason is.
 - **Retroactive Withdrawal**
 - Students want to drop all courses in the semester within the last year, the reason is clearly to raise their GPA.
 - ❖ **Recommendation:** Needs a clear policy, it is currently being used to raise GPA.
 - All schools should determine whether they will require the withdrawal of all courses or will allow the withdrawal of just one course.
 - This policy needs to be rewritten, this is the only thing we have in the catalog and it refers to a course. It does not talk about the whole process. We need a Retroactive Withdrawal of the Term.
 - **Withdrawal from the Term Policy** – No recommendation
 - **Medical Withdrawal**
 - Students do not submit it on the Medical Withdrawal form, they do not provide adequate information from the licensed healthcare provider. We need to have the medical form filled out from a medical healthcare provider.
 - Some students have a serious medical condition and they only want to withdraw from one class.
 - Withdrawal of one course can be accepted when the Medical Withdrawal is coming from the medical healthcare provider stating the student has diagnosed high anxiety and we need to reduce one course so the student can perform in the other course.
- **T. Boone-Holladay** -We need to make a distinction on a Medical Withdrawal and Retroactive Medical Withdrawal.
- **L. Zuzarte** – We have different statements in different parts of the catalog; we need to synchronize it.
 - We need to look at the Withdrawal Processing and ensure that we are using the WM for Medical or WE for Extenuating Circumstances appropriately, as these attributes determine student finance refunds and counts/no counts towards total withdrawal units.
 - ❖ **Recommendation:**

- Needs a clear policy, it needs to be consistent.
- **K. Knutzen**- We will be enforcing some admissions rules beginning next year.
 - Students will need to submit their intent to enroll by May 1, 2020, anyone that has not submitted it by that time will be disenrolled.
 - July 15, 2020, is the final day for all the documents to come in, including transcripts.
- **J. McCune** - Will put these items on the next agenda.
- **L. Gubkin** - Requested clarification before moving forward:
 1. What is mandated by the Chancellor's Office? We should have that language.
 2. We should have clarification from the Senate that Advising Leadership Team is the appropriate campus body to draft these policies.
 3. What are the underlying values that should drive our revisions?
 4. What are the financial implications for students of the various policies?
- **Advising Professional Development** – Only open to Professional Advisors and ALT
- **Advising Framework** –
 - **J. McCune** Everyone should have received their framework
 - Once they are all finalized, they will be sent out to everyone.
- **ALT Membership** - V. Harper asks for a recommendation from the group in regards to Debra Jackson joining the ALT group.
 - ALT approved Debra Jackson as a member of ALT because she is an Associate Dean who oversees an advising center (AARC). We will be sending a followup proposal as far as the composition of the committee for it to be reevaluated and the committee members should be reevaluated every year. Lori Paris will be invited when needed.
 - **J. McCune** - Will inform Lori Paris of the group's decision.
- **OnBase Usage Across Depts** –
 - **J. McCune** – Sent out an email for training on OnBase, every school is scheduling their own training.
- **Future Dating Holds** –
- **L. Gubkin** – An agreement was made to not future date Advising holds, and it is still being done, mainly by athletics.
 - **M. Cruz-Medina** – Asks what is the process that should be followed for students who are time sensitive.
 - **Y. Morones** – We have walk-in times if there is a signature showing the student was advised but the Advising hold is not removed you can take that to one of the advising offices and they can clear it for you.
- **Midterm Progress Reports** - Vernon Harper requests we come up with one useful reasonable first step to take this in the right direction.
 - **J. McCune** - Some examples I've heard are:
 - Turn on the notification to students so they get it right away
 - Potentially having graduate students help with this
 - **B. Mendiola** – Turn on faculty to direct communication, Camtasia resource video something that can be sent to the students.
 - **Y. Morones** – We need to have all schools get together and come up with the resources that are available to students.
 - Stick to the deadlines and have consistency.
 - **V. Lakhani** – Faculty must know if communication goes out to student they will have more traffic.

Adjourned: 4:01 PM