

ADVISING LEADERSHIP TEAM MEETING

Monday, June 15, 2020

Zoom Meeting 2:00 pm - 3:30 pm

Present: Debra Jackson (Outgoing Chair), Luis Vega (Incoming Chair), Deisy Mascarinas (Admin Support, replacing Marta Ruiz), Adriana Sixtos, Christina Hernandez, Gilverto Herrera, Liora Gubkin, Lisa Zuzarte, Andrew Dickenson, Seung Bach, Todd McBride, Yolanda Moreno.

Absent: Vikash Lakhani, Crystal Montoya, Melissa Medina Cruz

Guests: Denise Romero, Brian Street

Action Items:

- B. Street is working on an organizational chart for advising and will be sending it out for feedback.
- L. Vega will develop a governing document to guide decision making of the ALT.
- G. Herrera, A. Sixtos, Y. Moreno, and C. Hernandez will take the lead on virtual support “How To” videos for students.
- A. Dickenson will provide an update from M. Medina Cruz, on the workshop for “Assisting Students’ Mental Health Needs.”

The Meeting Began at 2:00 pm

Dr. Debra Jackson and the committee welcomed the new ALT Chair, Dr. Luis Vega. Dr. Jackson introduced Andrew Dickenson (Athletics) who is new to the group and is filling in for Melissa Medina Cruz. She then introduced the guest attendees, Denise Romero (AARC Advising Coordinator), who was invited to talk about the academic reinstatement manual update, as well as Brian Street (Kinesiology Professor), who was invited to talk about his role with preparing us for the WSCUC accreditation special visit.

Academic Reinstatement Manual Update

In May, the Senate agreed to suspend academic disqualification due to Covid-19. Any student who would’ve been academically disqualified received an **Academic Reinstatement Manual Update**, and it is stated this way on their transcript. The academic reinstatement will allow the students to continue enrollment and make progress with their studies.

- Denise Romero – AARC will assist all ARM (Academically Disqualified spring 2020) students and all ARM Open University students (Academically Disqualified prior to spring 2020) to acquire knowledge for academic success, including technical skills and information literacy. Assist students to take an active responsibility for their education by planning for future personal success at CSUB.
 - The ARRC will have online academic intervention workshops for these students.
 - Assist ARM Senior level students and Senior level Open University students in collaboration with major advisor to obtain knowledge of how to access CSUB academic support services and understanding of graduation.
- High touch interventions for academic reinstatement manual (ARM) students (Senior level and Senior level Open University students): weekly telephone and email check-ins by Advising Center Coordinator and 1-2 individual advising appointments with an Academic Probation Advisor.
- For students who attended Open University during the Spring 2020 semester who were ARM the interventions will include: weekly telephone and email check-ins by an Academic Probation Advisor and 1-2 individualized advising appointments with an Academic Probation Advisor during the Fall 2020 semester.
- Advising appointments are not a requirement, but they are encouraged.
- 389 students would’ve been put on academic disqualification, had we not approved an academic manual reinstatement.
- Denise Romero will send out the list of ARM students to the academic advisors. If the advisors meet with these students, they can encourage them to contact the AARC for additional support.

List of Approved Courses Fall 2020/ Updating Catalogs/ Academic Roadmaps

Y. Moreno met with the PSA advisors and they wanted to know if there are any official lists of courses that will be approved to teach for this upcoming fall semester and if that information will be communicated to the advisors. Another concern is that the catalogs have not been updated to the 2020-21 academic year and there is a concern for future ramifications if they are advising students with an older catalog.

- L. Zuzarte – just had a meeting with the Associate Deans and they discussed the newly approved CSUB curriculum forms that are standardized as approved by Senate, and the work-flow process etc. She has been working on streamlining and cleaning up documents that Operations receives for any curriculum proposals. Many times, there is critical missing information on the curriculum proposals or the forms that are being used are outdated and do not include the important information they need. She has been cleaning up a lot of departments catalog copy that hasn't been examined in depth since we converted to semester and it is very time consuming.
- Operations is working on a new delivery of online catalog.
- L. Zuzarte – shared the **2021-22 Catalog Publication Approval Deadlines and Dates** with the committee and plans to enforce the deadlines more strictly for the coming year. By August 17 the catalog will be out and if there are changes requested for the 2020-21 catalog, the Operations department will provide the deadlines and the required forms and will not accept anything by emails, or phone calls, because it is not a proper way for them to know that it was approved by a committee. The dates were published for the 2020-21 catalog and a link will be available soon. Details on what is required are now in place, as well as resources that will be needed. Trainings will be provided for the Schools, Department Chairs, ASC's, as well as the Deans' staff.
 - L. Gubkin – There are concerns about the October deadline for any new course that anyone wants to put in GE.
 - D. Jackson – We need to give faculty time to do the work and making sure the information is available in time for advising students.
 - L. Zuzarte – She has tried her best to incorporate GE components. She suggested to allow a few terms to decide whether a new course becomes permanent and offer it as a special topics course first.
- The goal is to have the catalog updated in the next 1-2 weeks, then focus on the roadmaps, and build degree audits.

WSCUC Recommendation and Special Visit Preparation

D. Jackson – WSCUC visited last October, and we received campus accreditation for 8 years, but they said they would come in Spring 2023 for a special visit. The third recommendation from WSCUC had a connection to advising and the ALT needs to be prepared to fix it or address it in time for the next visit.

- **Recommendation 3:** *Ensure consistency, effectiveness, and quality of academic support services, including advising, tutoring, supplemental instruction, and course scheduling, to enhance student success for all students. (CFRs 2.12, 2.13) The Commission appreciated learning about the launch of the Council for Faculty Advising, additional staff for tutoring and supplemental instruction, and other changes in this area.*
- When WSCUC returns for the special visit, they would like to see the following:
 - Spring 2023 Special Visit: *Academic support services: Data on students served, disaggregated by demographic variables; organizational charts, staffing ratios, and resource allocations to service units; evidence of effectiveness of academic support services.*
- D. Jackson – in order to have the information ready for WSCUC for when they revisit, we need to have it available and ready a year in advance (Spring 2022). The vision is to spend this year answering the questions about what they have requested and that way when we see problems, we have an additional year to address them.
- D. Jackson created a Faculty Leadership Fellow position, and Brian Street is one of the 2 leadership fellows helping us prepare for the WSCUC visit and he will be taking on recommendation #3. He will reach out to ALT to gather the information and help us represent it to each other so that we can better identify where the gaps are. First thing we need to do is figure out how does advising work, then staffing ratios, then what are the resource allocations, then what data do we have and then we can start fixing the places where we see gaps.

- B. Street – Shared a draft he has started working on of an organizational chart for advising. Everyone can review it and provide feedback for him. The chart provides information for all the schools as well as the special populations for advising. He has only added the advisors but will later expand to include staff and other individuals, depending on whether the group wants to include that information. He would like to work on the structure, and possibly create various levels and tiers to find the staffing ratios and find where the holes are.
- B. Street will email the draft organizational chart to each of the Deans and someone from each of the special population groups.
- Advisors should email B. Street and send him information regarding the majors they advise for their school or if their advising center distributes advising by alphabet.
- The organizational chart may be information we can post online on www.csub.edu/advising. The web page can become a gateway page for all of the advising centers.
- The WSCUC special visit preparation will remain as a standing item on the ALT agendas.

AARC Representation on ALT

V. Harper sent an email stating “The incoming Chair will be charged with working on a governing document to guide decision making of the ALT.” D. Jackson is passing these instructions to L. Vega.

- The committee should have a clear statement written and agreed upon of what is the charge of this group, what is the purview, what is the membership, what are the terms of service for each of the members.
- There was an informal agreement that the roles of the Advisors on this group would rotate. If that is the case, we need to identify when does the position end, and when does the term of the next one, begin?
- D. Jackson put in a request for the group to consider adding the AARC coordinator to the ALT to make sure that undeclared and probation advisors are informed about the workings of the group. D. Jackson will not be in the group but the AARC is going to continue reporting to her.

RunnerConnect (EAB Navigate) Implementation

L. Vega met with the EAB staff and was told that they have ran different trials and so far, they are happy with the progress. They reported to the team that they are ready to go live possibly between 3-5 weeks. They are seeking feedback on configurations and possibilities of the way forms come across. There were some concerns about privacy for the students’ information, but they believe they have that ironed out and may need our feedback on that as well. It has been running smoothly and they have not encountered any problems.

- Training July 7, 2020 from 10-12pm
- July 20, 2020 launch date
- J. Paschal and J. McCune are working on the issue of securing funding for student assistants, who would be hired to work on indexing documents from GradesFirst into OnBase.
- L. Gubkin- suggests offering virtual support for students by creating short “How To” videos and it can be tied in with EAB or the advising page.
 - D. Jackson – create videos useable by all students and not duplicate services among all schools. What we can do to collaborate is to create a list of videos we need to get made, see what we have already, see what is missing, share the work to get the videos produced, and then bring them all together on a single site to share with students.
 - L. Zuzarte – IT may have “job aids” publications and we need to make sure everyone is sharing the same information. We may need to double check with them.
 - G. Herrera, A. Sixtos, Y. Moreno, and C. Hernandez will take the lead on virtual support “How To” videos for students.

Establish Virtual Professional Development Plan for Advisors

D. Jackson has been sending out to the Student Success Network different webinars that are relevant and sends them out every week or every 2 weeks. She asked the group if we should continue doing this for professional development purposes, since we cannot do conferences at this time.

- Y. Moreno – shares with the group that she likes to have occasional invites on webinars because they have pockets of very busy times, and they cannot always attend all of the webinars. It is helpful having the freedom to choose which ones they can attend when the time permits. She has found the webinars helpful.

- G. Herrera – brought up having a mental health training and having local mental health agencies provide the training to advisors.
 - D. Jackson said the training can be an event we can schedule, possibly in September.
 - A. Dickenson will reach out to M. Medina Cruz to see where she has left off on the planning of this event and provide an update for the next meeting.
 - D. Jackson will check on the status of the ALT budget for next year and communicate that information to L. Vega

Academic Advising and Social Justice: Privilege, Diversity, and Student Success” NACADA Webinar

L. Vega was introduced as the new ALT Chair. He had watched a NACADA webinar sent out earlier by D. Jackson through SSN with implications for our students. He provided a brief summary for the group. He also recommended the group to read a 2018 article from the *Washington Post* titled, *Where America's Future Prisoners are Born* by Christopher Ingraham (March 14, 2018)

<https://www.washingtonpost.com/news/wonk/wp/2018/03/14/where-americas-future-prisoners-are-born/>.

The referenced webinar was, *Advocacy and Social Justice: The Last Straw, When Movements Shift from Talk to Action* by Dr. Donald Grant https://www.youtube.com/watch?v=k2Z2k_bVcPM&t=1234s.

Meeting Adjourned 3:30 P.M.