

## ADVISING LEADERSHIP TEAM MEETING

Monday, August 17, 2020

Zoom Meeting 2:00 pm - 3:30 pm

**Present:** Luis Vega (Chair), Tanya Boone-Holladay, Janine Cornelison, Belen Mendiola, Gilverto Herrera, Karen Ziegler-Lopez, Liora Gubkin, Todd McBride, Lisa Zuzarte, Melissa Medina Cruz, Seung Bach, Anayeli Gomez-Navarro, Deisy Mascarinas (Admin Support).

**Absent:** Ilaria Pesco

**Guests:** Brian Street (absent)

### Action Items:

- L. Vega will reach out to the associate dean's and create guidelines in respects to the catalog and roadmaps workflow and timeline.
- L. Vega will bring up the spring holds with the GI taskforce and have an update for the group.

### Meeting began at 2:02 p.m.

L. Vega welcomed the new advisors. Janine Cornelison is replacing Adriana Sixtos (AH), Belen Mendiola is replacing Christina Hernandez (BPA), Karen Ziegler-Lopez is replacing Gilverto Herrera (SSE), and Anayeli Gomez-Navarro is replacing Yolanda Moreno (NSME).

### InsideTrack and the Advising Assessment Project

InsideTrack has conducted advising surveys to examine how advising takes place across different CSU campuses. The results have not been finalized for the survey. In the meantime, the Chancellor's Office has commissioned InsideTrack to do an in-depth case study of advising and we are one of 4 campuses that InsideTrack is working with. We are going to be involved in many meetings this upcoming month for a virtual assessment visitation. The agenda is being finalized and the group will receive zoom invitations directly from InsideTrack. Most of the advisors will be involved in at least one of the assessment sessions.

### B3 Requirement for Transfer Students

L. Zuzarte shared with the group that she met with the registrar's office in respects to the B3 requirement issue. They were waiting for a test environment and IT just assigned them one late last week. Academic operations will begin focusing on that in the coming weeks and she will keep everyone updated.

### Catalog Updates/Roadmaps/Program Plan Mapper

The catalog links were showing on the right-hand of the catalog website when it was first launched, but it was recently moved to the left-hand side. L. Zuzarte is working on the archived catalogs and adding them all to one place. People outside of CSUB can access archived catalogs. The goal for future catalogs is for them to be launched earlier and staying true to deadlines. The goal date for the next catalog launch is: March 15, 2021.

L. Zuzarte would like to have one person designated for the final roadmaps. D. Jackson suggested that the dean's offices, chairs, departments, and advising centers should all be in the loop and receive the final roadmaps. The final roadmap will need to be sent from the dean's offices to academic operations and this way they will know that everyone has agreed upon the updates or changes. She asked the group to think about it and maybe fine-tune this process. The departments will be working on the revisions, or proposals they want for the 2021-22 catalog, and as they work on updates, they can update the roadmaps at the same time.

- K. Ziegler-Lopez- In SSE, advisors play a big role in the roadmaps and they can't update the roadmaps until they have a catalog.
- L. Zuzarte- The workflow on catalogs and roadmaps for each department will be done internally. Academic operations will not be proofing, they will just be posting. During September, L. Zuzarte will send out a call for the 2021-22 roadmaps.
- B. Mendiola- It would be great if we could see the catalog and then do the roadmaps. We can work on the roadmaps during the summer after the catalog is posted and it would be ready for fall.

- L. Vega- It would be good if there was a consensus in place from the associate deans from each school. The catalogs could come first, then the roadmaps second if that is the agreed consensus. The roadmap that comes from the dean's office to academic operations will be the final copy.

When Vikash Lakhani was on campus, one of the projects he worked on was with a grant with Bakersfield College. The project was called Program Plan Mapper. It included a team working with community colleges creating 2-year academic roadmaps, where students could see them for the different universities. The student could click on a campus and see what their roadmap was for that specific campus. Academic operations was called to help build the roadmaps, but the project's goals and funds remains uncertain.

The current webpage where we have the roadmaps will have some changes with updates.

- B. Mendiola- There is an issue with ADT students because BC does not advise students to take history or government. When the students transfer from BC, they could be missing lower division units that we then have to substitute or waive. She would like to make sure that if they are going to be working on these roadmaps, history and government should be included in that agreement at BC.

There is an issue with students when they check their my.csub.edu schedule. When there is a 15-minute break, somehow it is a warning on the students' schedule. This is a long-standing issue for CSU campus wide. L. Zuzarte will reach out to the Chancellor's Office and keep everyone updated.

### **AP Government Credit/CA Government Requirement**

T. Boone-Holladay shared with the group that students coming in with AP government credit, have not met the California government requirement. The PLSI department has been working on developing a 1-unit class, but it has not been easy because of staffing and resources issues. Right now, students can either take the PLSI 1018, PPA 2208, or the challenge exam. The challenge exam is being ministered through the political science department and through the testing center. Students who want to take the PLSI exam can contact the political science department directly. There have been some staffing changes in the department, and Robin Flores is now the administrative support coordinator in political science.

### **RunnerConnect (EAB Navigate) Implementation Updates & Training**

Faculty training will come next. L. Vega attended one of the demonstrations and was impressed. There were some support videos that L. Vega made some comments on for advising. He suggested that they do filtering for general education, as Peoplesoft has a very nice function for that. He was told they would make another video for that.

- B. Mendiola- Students can schedule appointments through RunnerConnect and the advisors can give them their availability. Students scheduling their appointment(s) are not easily tracked, nor is there the ability to create advising notes. For the advising center to see a report on the number of students served, advisors would need to create an advising note, so that the report can be pulled. RunnerConnect cannot pull a report from the scheduled appointments. They are required to do double the work by creating a note to run the same report with information that is already posted in RunnerConnect.
- K. Ziegler-Lopez- After attending a meeting with them, she feels that from an advising perspective, more challenges than resolutions remain with this program.

### **State Wide Meeting Update**

On our last meeting, L. Vega shared a debrief with the group and there was a negotiation in terms of the different responsibilities with different levels for advising professionals. In the next statewide meeting, two weeks later, they discussed that it is very difficult to get promotions, or to get more money for professional advisors. For some reason, the way the job descriptions were made from the 1990's, have not been modified and they have not taken this to the union. They will be revisiting the job descriptions and will be debriefing in the next few weeks.

### **"Assisting Students' Mental Health Needs"**

Janet Millar has agreed to give a workshop to the ALT on some of the issues that have emerged due to Covid-19. She may be able to do the workshop in the following weeks. L. Vega suggested to get a team from the group who has questions and maybe we can record it and share it with the rest of the group. He would like to hear feedback from the group. L. Vega will be sharing a workshop video link from the Chancellor's Office that he attended and found very helpful. The webinar video is called **"In the know: Helping Support Students' Wellbeing."**

L. Vega will confirm if we have 5k in professional development funds. He would like to hear from the group in terms of what they want to do with these funds.

- K. Ziegler- She and other advisors from campus attended a workshop and they discussed the item around mental health first aid training, and they feel that it could be very useful. They have talked to people from the counseling center who also feel that it would be helpful if they had this type of training. A year ago, during a spring convening, it came up that student affairs was going to do the mental health first aid training. She is wondering if maybe there is a possibility for student affairs and academic affairs of getting a campus wide cost, as opposed to a per person cost.

### **Governing Document**

L. Vega shared a first draft of the governing document he has drafted. He suggested maybe creating a committee from this group who may want to work on the governing document. He wanted to hear feedback from the group.

- T. Boone-Holladay- The Kegley Center and Athletics should be under 1 line in the targeted advising area. She also suggests having faculty who advise be included in the document. For SSE, juniors and seniors are advised by faculty.
- L. Zuzarte's name is missing in the membership list document.
- S. Bach- AARC is listed twice under targeted advising and student success. (Mistake will be corrected to show AARC under targeted advising). We may need a short scope or charge of this committee and have a clear idea of what we do.
- K. Ziegler- She noticed EOP was not included in the list. There are other groups like Guardian Scholars, Project Rebound, and CAMP. She feels that Steve Walsh from EOP has valuable information unless they pick someone else from their area. These are also areas that serve students. Each group should pick a representative from their area.
- L. Gubkin- In its earliest iteration this was a space for folks who were overseeing centers to be in communication. It is meeting a much broader need right now of almost an advising counsel. If this is the site where advising decisions are made, it needs to have faculty participation. Maybe 2 faculty in a yearly rotation appointed by the Senate. Maybe the development of this document should happen in tandem with the visit and the report of InsideTrack, as we will be learning more. Maybe we should not close this conversation until after the visit and report. (InsideTrack's Report will be ready in December).
- A. Gomez-Navarro- Agrees that we need faculty representation. There are NSME departments that do not want professional advisors to advise their majors. She questioned how the 2 faculty that advise will go about communicating the information to all faculty advisors. Maybe they will need their own space to have that same space professional advisors have.

**Meeting Ended at 3:30 PM**