

ADVISING LEADERSHIP TEAM MEETING

Wednesday, August 28, 2019

Financial Aid Conference Room

2:30 pm – 4:00 pm

Present:

Jennifer McCune, Belen Mendiola, Liora Gubkin, Lisa Zuzarte, Tanya Boone-Holladay, Todd McBride, Debra Jackson, Seung Back, Dodie Hyatt, Janine Cornelison, Marta Ruiz (Admin Support)

Absent: Melisa Medina Cruz, Vikash Lakhani

Action Items:

- Interim Provost Harper will attend the first part of the ALT meeting on Monday, 9/23/19.
- D. Jackson and J. McCune will take on the Retro-Active withdrawal/s and come up with a draft for policies to take to Alt and then the Senate.

Questions for Dr. Harper:

- L. Gubkin - What type of budget we should have is tied to what is our role.
- J. McCune - Dr. Harper will meet with us to review progress from the EAB report. We can ask him at that time to clarify the role of ALT.

Agenda Items

Phone Appointments

- L. Gubkin- The ask was that when the different schools' advisors meet, they share their different practices and come back to us with a recommendation of a possible shared policy.
- The ALT will look at the recommendations and as a group come up with a shared campus policy.

Goals for AY19-20 from Interim Provost

- Implementation of Midterm Progress Report Intervention Plans - Midterm progress report will be rolled out this semester.
 - Dr. Harper wants to see the intervention plans that were previously discussed through ALT, which we received the feedback through the advisors in the schools, the associate deans and through our advisors that were on the team at the time, rolled out in the Fall term. We will then analyze how that implementation went for Spring and recap at the end of the year.
- Continued Professional Development Training for Advisors- We have received great feedback from this, so we want to continue it.
- Advising Framework/Roadmaps to ALL students - Dr. Harper wants ALL students to have access to the roadmaps.
 - L. Gubkin – A&H needs to do some updates to their department chairs
 - T. Boone-Holladay- SSE will have theirs on both the SSE and Advising web site on the first week of September when their ASC returns.
- **Create and Propose Annual ALT Budget** – Dr. Harper requests we put together a budget request, what types of items are needed for the ALT team.
 - Professional Development Training
 - Socials
 - External Training
 - Refreshments for the Professional
 - Advisors meetings once a month
 - Professional Development Stipends
 - Opportunities for Self Improvement
 - Advising Plan Self-Assessment

- Strength Program

- Web Master

Training for Faculty Advisors

- L. Zuzarte- Was asked to relay message to whoever it may be, there needs to be more inclusive training for faculty advisors, they are not informed as much as professional staff advisors.
 - D. Jackson – Bridge the Gap with Faculty, work with the TLC towards a four-hour institute targeted faculty advising. Potentially before Spring 2020 begins.
 - Create a webpage that will housed at the AARC, to route people to correct departments.
 - Web page to have all faculty on SSN

Retroactive Withdrawals

- D. Jackson and J. McCune will take on the retro-active withdrawal/s and come up with a draft for policies to take to Alt and then the Senate. They will also take the recommendation that there be committee vs one person making the decision.

Course Repeats

- D. Hyatt – There is no requirement for the department chair to sign and the instructor does not have to sign the course repeat.
 - L. Zuzarte – For those students who need to repeat a course beyond the third time, they will need to submit the request to Undergraduate Studies (confirm EO 1037 and campus course repeats limits policy). This is a timeliness issue in getting the approval: if done in a timely manner, the Registrar's office can add the approved additional repeat units prior to registration dates. If the class is closed, full, has pre-requisites or other issues that is when the add/drop form comes into play.
 -

Meeting Time

- Meetings will be moved to Monday's from 2:00 pm – 3:30 pm
- D. Hyatt will only attend this meeting, Yolanda Moreno will attend the regular meetings.
- J. McCune – Add/Drop Forms – Decision needs to be made regarding department chair signatures, please talk to your department chairs and report back.
- D. Jackson - WSCUC will meet with the ALT group on Wednesday, October 9, 2019 at 9:00am – 9:45 am. This is a draft of the schedule, will send out calendar holds once it has been confirmed.

Adjourned: 4:09 p.m.