

ADVISING LEADERSHIP TEAM MEETING NOTES

Monday, September 21, 2020

Zoom Meeting 2:00 pm - 3:30 pm

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

Guests: Brian Street (Absent)

Action Items:

- L. Vega will send the group the *Authorization to Release Form*.
- L. Vega will send J. McCune the final decision on holds for students' registration for the spring 21 term.
- L. Vega will have a conversation with D. Cantrell regarding the proposed registration date for incoming students.
- L. Gubkin requested for the group to send her the numbers of seats for reserved courses, if they have them.
- M. Medina Cruz will provide numbers of students in a major who plan to transition to another major.

Meeting began at 2:02 p.m.

Update from statewide meeting

- Some Universities are sending students to Extended University to complete units if the students are near graduation and are missing 2-3 units. This action is illegal based on Executive Order 1089, article 6.
- There was a discussion about students who are taking a leave of absence with the definition of being matriculated. If you are not enrolled, you are not matriculated. The problem arises if the student is receiving financial aid and has taken a leave of absence but takes courses during that time from Extended University—this would be unlawful, and student may have to pay back all financial aid. This puts the University at risk if there is an audit. One of the solutions that was brought up was to have grants or use funds from initiatives to help students finish. Another solution was to do retroactive late enrollment.
- There is a new form, *Authorization to Release Form*, and it allows the student to give permission of their private information to 5 sources, including departments and programs. The Registrar office will provide a training regarding this form.
- Due to virtual instruction, the *Early Start Program* and other summer programs have not been confirmed to go on. The summer programs may have to be accommodated for the Fall, and it will have an effect on how students are advised.
- There are workshops for professors and professional advisors to earn certificates. These professional development workshops may be shared statewide.
- There is a concern that the dashboard, which provides information regarding equity gaps and information regarding URM students, could be misused. People may be using it from a deficit model perspective, which blames the victim, rather than an opportunity perspective, which identifies resources to help and empower students.
- CA collaborative workshops will be online, and they will be 2-days long. They would like to have workshops around social justice and equity for professional advisors. They asked for feedback and L. Vega can pass along the information to them.

Junior/Senior advising holds for Spring 21 registration

There was a motion that BPA, SSE, NSME, and AH will not place any holds on students' registrations in fall 2020 for spring 21 graduation except for on freshman and incoming transfer students.

Registration dates for new students beginning Spring 21

Registration for the spring for new students starts the week immediately following registration for the continuing students. This does not allow the advisors enough time to prepare other than their off time. K. Ziegler asked Dr. Cantrell if he would consider changing the registration date for the spring for new students and his response was that, only if the ALT proposed it or recommended it. The group would like to propose November 16 as the registration date for incoming transfer and freshman students. There is a concern for special populations that may

be affected by the new registration date. It was suggested to invite representatives from the departments of Services for Students with Disabilities (SSD) and the Veterans Center. There was also a suggestion to take this issue to the calendar committee and ask them to consider changing the registration dates so there is a longer gap between the continuing students' registration date and incoming freshmen and transfer students' registration date. The committee can also look at the impacts of financial aid and special populations. The group agrees that this should be a permanent change.

Reserved Courses (Block Scheduling/Honors)

Advisors are running into an issue with courses being blocked for the undeclared group and the honors group. This year, there were 72 open seats in upper division B that the advising teams could have filled, had the seats been released sooner. It was brought up that this may not be a conversation for ALT as much as it is for the people involved with the process and timelines. There was a breakdown in some processes rather than the policy and we should move forward with meetings with the folks who are making those requests and lifting those holds and come up with a better agreement on numbers and timeline. L. Gubkin will be organizing this conversation for honors and it is almost entirely the same people for undeclared. The block scheduling pilot was concluded but so many groups got permission to continue to do block scheduling and put us back in the situation we were in before the pilot. It is important that our Provost who approved these permissions that put us back in that situation is made aware of that and those numbers would help. There was an assessment on block scheduling, and it was decided that it would not be continued. When will we assess undeclared students continuing with the learning community, the effectiveness, and the impact on the students not selecting their own general education courses? Who will be reviewing the impact of undeclared students participating in a learning community? There needs to be a conversation with our Provost around this issue. L. Gubkin will report back to the group after she has a conversation with the honors group. This item will continue to stay on the agenda, and we will have updates.

Athletic advising

There are students who are parking in certain majors (Liberal Studies was the example given) until they become eligible for their major. When they switch over to their major, the students don't have an advising outline and they have never received faculty advising in that major. In one of those situations, a student's outline was updated, and the student only needed their senior seminar class completed.

- M. Medina-Cruz: For students who are at-risk or transfer students, sometimes what is done is they are placed in certain majors, so they are eligible to compete. Advisors are notified about what degree the student wishes to get a degree in. When a student requests to change their major and see an advisor of that major, athletic advisors will then compare their Ed plan to track their PTD (progress towards degree) with the NCAA requirements before they can do a change of major. The athletic advisors make sure the students are not in violation of NCAA requirements and bylaws.
- A. Gomez-Navarro: In a high unit major like with NSME, the problem is when a student changes majors all of the substitutions the advisors processed are wiped out because their academic requirements page is now reflecting a new major. Down the line, when the student wants to switch to their original major, the advisors have to re-submit every single substitution they did in the beginning. When the students are in their last term and are close to graduation, and return to switch their major, it puts the advisors in a time crunch to go back and make sure that everything in their record is clean. Some students have over 20 substitutions that need to be processed. This issue happens with athletes and non-athletes.
- L. Zuzarte: Will look into the substitutions being wiped out of the system and report back to the group.
- T. Boone-Holladay: The students miss out on the mentoring they could have had with the faculty of their major. That practice does not seem to keep in the fact that these are students first. The students' degree is more critical towards their future.
- M. Medina Cruz: Some students depend on a scholarship to get a degree period. The options are outweighed, and the students are given a choice. Athletic advisors try their best to work with both major Ed plans simultaneously until the student is able to transition. Students have to declare their major by spring of their sophomore year. They have 5 years to graduate, and the 5th year is optional.
- B. Mendiola: There may be an incentive for students to wait to change their major until they are getting ready to graduate so they meet the eligibility requirements. This is a systematic issue.
- K. Ziegler: Liberal Studies major advisors do have the obligation to say I can't advise on a different major.
- M. Medina Cruz: The students may need to contact their major advisors sooner and work in collaboration with the advisors they currently have.

- T. Boone-Holladay: The students will need advising by 3 different advisors and we do not have the bandwidth for that.
- L. Vega requested numbers from M. Medina-Cruz of students who are in a major and working towards a different major.

Meeting ended at 3:30 p.m.