

ADVISING LEADERSHIP TEAM MEETING

Monday, September 23, 2019

ENROLLMENT MANAGEMENT CONFERENCE ROOM

2:00 pm – 3:30 pm

Present: Jennifer McCune, Adriana Sixtos, Debra Jackson, Lora Gubkin, Lisa Zuzarte, Melisa Medina-Cruz, Seung Bach, Todd McBride, Dodie Hyatt, Vikash Lakhani, Elaine Correa, Marta Ruiz (Admin Support)

Absent: Yolanda Moreno

Guest Speaker: Vernon Harper

Meeting began: 1:56 pm

- **V. Harper-** Interim Provost Harper welcomes the new members of ALT.
 - Discussed the charge of the Advising Leadership Team: It is a very important body here on campus, it is critical considering what we are trying to accomplish as it relates to student success.
 - ALT is a policymaking body, one of the intentions of ALT was It would focus on issues related to the advisors as well as the clearinghouse for the concerns of the Professional Advisors. The Provost holds regular meetings with Jennifer McCune, the ALT chair, in which she can bring issues in that may need his attention.
 - If something does not fall within the policymaking authority of this group, it should be moved to the appropriate committee. For example, the Provost Council for matters regarding Academics or things that may need his attention, or if there is an Enrollment Management issue it should be taken to the new AVP of Enrollment Management.
 - Create and Propose Annual ALT Budget – The Provost has allocated money to this body for the first time, so it is up to this body to conclude about how to help and support professional advisors. Training for professional advisors some of those budgetary funds in order to ensure the training for those advisors is achieved. As it relates to faculty advisors, the Provost appreciates any council you would have, if there is a recommendation as to something that DCLC can should look at.
 - This body does not set policy for Faculty Advisors
 - The Implementation of Midterm Progress Reports is implemented by professional advisors for the most part, of course faculty play a very large role in the front end. The intervention piece is executed by Professional Advisors.
- **V. Harper** – EAB Professional Advising Restructuring Report Card – shows improvements which have been made in advising, and what areas are still in progress.
 - **Professional Advisors** –_Having better training, resources and better tools is what helps advisors. With the scale of resources that are available for this purpose, he has resources to deploy and needs the best way to deploy them. It is incumbent upon this group to come up with mechanisms and recommendations that allow him to deploy those resources.
 - **Advisor Roadmaps** – All Undergraduate students should have an advising roadmap right now. The Provost encourages everyone to get the roadmaps out to all the students as quickly as possible.
 - **Midterm-Progress Reports Intervention-** He will begin talking to the faculty shortly about this, in terms of having the faculty advisors indicate which students need intervention, then the intervention piece on the back end for the professional advisors.

Phone Appointment Proposal

- J. McCune – Discussed the proposal with the committee, will make edits to the proposal and draft a policy and bring back to the next meeting for voting.
 - AARC will now be invited to the PA meetings
 - Will add AARC to the list of schools
 - Zoom appointments in addition to others

Proposed Budget

- J. McCune -Waiting on a decision from the Provost on the budget proposal that was submitted. Money has been approved, but total amount is unknown at this time.

Department Chair Signature on Add/Drop Form

- J. McCune – Mixed opinions regarding who should signs and who should not, promarily; between Dept Chair of the Major or of the class in which a student is trying to add. This will need to be revisited. J McCune will discuss with D. Cantrell.

NSME Pre-Nursing

- T. McBride – Every fall there are over 300+ students that enroll as pre-nursing majors, overall, we have over 600 students that are considered pre-nursing though we do not currently have a pre-nursing category. It says nursing on their transcript the are confused that they are in the Nursing program, we are attempting to change it so on their transcript is states Pre-Health. When they apply on-line, they should be re-directed to Pre-Health. They will need to apply to the Nursing program to be accepted as a Nursing student. This should be available for the 21/22 AY.

Professional Development

- J. McCune will send out a survey through SSN we need feedback quickly regarding which types of topics they are interested in for Professional Development.

Course Match

- A. Sixtos - Professional Advisors would like to receive some sort of communication on who releases the seats, when are they released.
 - L. Zuzarte – The Chancellor’s Office is trying to standardize how and when we release the course match.
 - September 3rd is when the ASC’s who have the course matches numbers must go in and release the seats.
 - No waitlists available
 - J. McCune – Jennifer McCune and Lisa Zuzarte will make sure everyone to communicate with everyone on this topic.

Honors Courses –

- Classes were not full, could we potentially release those seats?
 - D. Jackson – In the next few days we will have a Staff Honors Advisor, this facilitate some of these issues. The announcement should be coming out in the next few days.

GE Petitions Process –

- What is the workflow for the GE process? Is the advisor getting a copy of the approval or denial?

- L. Zuzarte –The form was updated. A Major Course Substitution, Minor Course Substitution, GE Course Substitution, Course towards Graduation, Transfer Student, Academic Programs AVP, is the only one that can sign this form.
 - Will bring the form to the next meeting to get feedback and hopefully finalize it.
 - We are still looking for a way to implement it through Peoplesoft.

Main vs AV Campus Course Enrollment

- A. Sixtos - A student who wanted to take an AV course, the President indicated to the advisor to override and put the student in indicating there was no policy that stated a CSUB main campus student cannot enroll in an AV course.
 - L. Zuzarte – Will look further in the catalog to clarify this issue.

Tabled for next meeting

- ❖ BC SW Campus and CSUB Services –
- ❖ Freshman residency requirement, whether advising needs to do anything special given we will have a lot more students living on campus.

Meeting adjourned: 3:34 pm