

ADVISING LEADERSHIP TEAM

Wednesday, September 26, 2018

BPA 134

3:00 – 4:30 p.m.

Present:

Vernon Harper, Vikash Lakhani, Lori Paris, Mark Evans, Liora Gubkin, Lisa Zuzarte, Todd McBride, Yvette Morones, Marta Ruiz, Ben Perlado (Visit)

Absent:

Tanya Boone-Holladay

Action Items:

- Lisa is working on developing a workflow with Admissions and Records to receive this information for Elect 1000 and processing it. We will revisit in one month, end of October 2018.
- Dr. Harper and Lisa will follow-up on their next 1/1 and will bring Elect 1000 back to the table.
- Will ask Marta to add an FAQ and FYI to get things out quickly to everyone.
- Yvette Morones – Community College Pathways will be moved to the top on the next meeting.

Meeting Notes:

- Meeting called to order at 3:04 p.m.

Ready to Advise List – Ben Perlado

- Ben has been running, filtering, creating excel for the ready to advise list. Sends it to the Associate Deans and Advising coordinators, coordinators send the list to the advisors, so they can run transfer credit and all that.
 - Ben developed a way in PeopleSoft to retrieve the same list as in a query but get it through PeopleSoft, so now advisors will be able to retrieve it.
 - Put in term, school and or major and produce the same list.
 - Download in excel then you have everything exactly as you see in an excel that I usually provide to you. This makes it more fluid, so you can run it any time.
 - You can download the list and separate by school or major just like you do know on any excel.
 - Wants to roll it out for Spring 19 so it's there earlier for advisors and coordinators so they can do that as soon as they can.
 - Wants to have Advising Coordinators sit with him to get some instructions on navigation, get usernames, get security set up security around it, must set up modifications so it can be put on our production list.
 - Spring 19 Mid October Ben hopes to have the process in prog. This should streamline some of the processing we have.
 - This process will be a menu item in Peoplesoft.
 - School coordinators will have access to Ready to Advise list at the school level.

- We have about 1400 applications for Spring 19, most are transfers some are freshman only about 200 students have been matriculated.
- Schools selected Designated advisors
 - A&H – Janine Cornelison
 - SSE – Yvette Morones and Charlotte Ziegler
 - NSME -Jaimi Paschal
 - BPA – Will get back to Ben
- **Errors in evaluations**
 - The system shows students on ready to advise list that should not be there also, students that are ready to advise are not showing up on the list.
 - A student could be jumping steps, and this can cause them to not be on the list.
 - Multiple catalog revisions during the catalog and the regularly updated catalog is a known issue that we are working to solve.
 - Ben P and Associate Deans will schedule standing meetings once a month between the assigned evaluators and advisors to help work through all these catalog changes issues and plus if there are issues with Ready for Advising list for Fall 18 and Spring 19 and to keep the communication channels open.
- **Update:** Informed group of ALT special meeting solely for the Petition for Exception on October 2nd.
- **Items from NSME Advisor Meeting**
 1. Vikash will get clarification from them if everyone is following the same process and will report back on our next meeting on October 8th.
 2. Prior, multiple individuals who were entering the substitutions and overriding them, now that this process will be centralized in Academic Operations this will eliminate the possibility of overriding the substitution. Unless there is a major/catalog change was made.
 3. Centralizing the whole sub-waiver process and at the same time because they were told to use Degree audit, they wanted to make sure that all the sub-waivers were equal into degree audit. Lisa would like to have ID's and examples to see what is going on.
 4. Each school has a lead person that will receive the “denied graduation” list and Associate Deans will be cc'd.
 - BPA-Belen Mendiola,
 - NSME- Jaimi Paschal
 - A&H- Adriana Sixtos
 - SSE- Yvette Morones
- **Retroactive Withdrawal – Instructors signatures**
 - The recommendation was made to have Tonya redraft for Medical Withdrawal.
 - L. Gubkin would like clarification on the Retroactive withdrawal- How do you interpret “Serious and Compelling?”

Adjourned 4:23 pm