

ADVISING LEADERSHIP TEAM MEETING

Monday, October 7, 2019

ENROLLMENT MANAGEMENT CONFERENCE ROOM

2:00 pm – 3:30 pm

Present: Jennifer McCune, Marta Ruiz (Admin Support) Adriana Sixtos, Debra Jackson, Elaine Correa, Liora Gubkin, Lisa Zuzarte, Melisa Medina-Cruz, Todd McBride, Yolanda Moreno

Absent: Seung Bach, Vikash Lakhani,

Guest Speaker: Dwayne Cantrell

Meeting began: 1:59 pm

➤ Advising/Registration Timeline for New Students

- **D. Cantrell** – We are looking at deadlines this year this cycle, internally we have added Preliminary Transcript Deadlines that we will add for students to be able to receive more information from them earlier.
- January 6th is the application deadline.
- April 1st is the systemwide deadline where an admissions decision has to be made and sent to the student.
- A proposal is being discussed to move First Time Freshman registration and Transfer Students registration to late May-early June 2020.
- Preliminary transcripts from transfers
- April 27, 2020, Registration Day
- Strong advocacy to move the application deadline to November 30th, this will align us with all CSU's.
- D. Jackson – A June registration date does not affect Early Start; it is independent of the fall registration.
- ❖ There is legislation that was just signed from the Governor saying we need to justify special admissions.
 - We have an Admissions Committee that is looking at special admissions or exceptions.
 - The statewide CSU counselor conferences, that is where many of the counselors at schools throughout California, will learn about all the different changes and deadlines.
 - The support programs are getting the word out to the community to let them know they need to meet the deadline.
- ❖ **Tabled** - Take to the department and come back with recommendations on changing the date of registration.
 - D. Cantrell will take recommendations to the Provost.
- ❖ **Tutoring/Supplemental Instruction**
 - Updates are forthcoming about what departments are in Enrollment Management.
 - This department is in Enrollment Management. Staff report to D. Cantrell and any questions/concerns/needs when it comes to Tutoring, Writing Resource Center or Supplemental Instruction should be sent to his attention.
- **Phone Appointment Proposal Review** – J. McCune – Will have a draft at next meeting.
- **Midterm Progress Reports**
 - **J. McCune** - Midterm Progress reports will be sent out starting Monday, 10/14/19, week 7 through week 9, they have three weeks to complete it.
 - Last time we held a campaign for all Undergraduates was spring 18, we had a 25% response rate. The Provost is aiming for a higher response rate this term. He will be sending an email directly to faculty asking for their participation in the campaign.
 - Support has stopped for GradesFirst except for “critical issues”. EAB has a new product called Navigate, a discussion is going on now where to choose Navigate or Salesforce in the next few weeks.

- The recommendations for Progress Report interventions included that students will receive an email directly indicating they are at risk, once the Progress Report is submitted by faculty. Due to the sunset of GF, this is no longer possible.
 - As advisors see students for advising appointments, the centers will make a conscious effort to look at the progress report screen in GradesFirst to see if there is anything there that they need to speak to the student about while they have the student in front of them.
 - Schools will also send communication to the students who are marked as “at risk”, each school had a different idea of what that would look like.
- **GE, Major, Minor or GVAR Course Sub & Waiver Form**
- L. Zuzarte – We have a draft for the Course Substitution or Waiver Form, this was shared with team members.
 - In Peoplesoft and electronic workflow, we do not have a built-in solution for GE Course Substitutions or Waivers. The recommendation is to use this hardcopy form, Course Substitution or Waiver Form.
 - If you have a major/minor course substitution it should be submitted through PeopleSoft - staff, professional advisors and faculty advisors have this functionality. The goal is to have them go through Peoplesoft where we have that availability, it is almost immediate and trackable.
 - Workflow - The student meets with the advisor, they determine what type of request they want, the advisor has all the required documentation, the advisor takes it to the chair or whichever office it needs to go to next, if it is GE, they know what they need to do.
 - GE Course Waiver is only done for Transfer Students, the AVP for Academic Programs is the only person that can approve it.
 - We do not waive GE courses for native CSUB students.
 - L. Zuzarte will make discussed edits to the form, discuss the form with Lori Paris and get back to the committee.
 - The form will be fillable and shared.
- **List of Approved & Active Plans (UBAC and PBAC Programs)**
- L. Zuzarte - Moving forward, Lisa will send a copy of the approved plans every catalog year, will give to all the departments, advisors and all schools. If a program or plan does not appear on the list, it will mean it is inactivated or no longer offered.
 - This will be posted on Academic Operations website and the information will be sent to SSN.
- **Professional Development Stipends Process**
- J. McCune - Through SSN, Interim Provost Harper announced he has approved \$30,000 at this time.
 - J. McCune – Sent out a survey asking for feedback from advisors asking what you would like to see for Professional Development.
 - Has received some responses: Self-care for advisors, advisor burnout, advising stress
 - Asks for members who would like to form a subcommittee to deal specifically with Professional Development.
 - Liora Gubkin, Yolanda Moreno, and Melissa Cruz will form this subcommittee.
 - D. Jackson – Faculty Teaching & Learning Center has a Professional Development Application and they have a report that is uploaded into SharePoint.
- **Freshman Residency Requirement Impact on Advising** –
- J. McCune – Will Invite Dr. D. Cantrell to come and speak about the Freshman Residency Requirement impact on advising.

Adjourned – 3:30 pm