

## ADVISING LEADERSHIP TEAM MEETING NOTES

Monday, October 19, 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).

**Absent:** Brian Street

**Guests:** Debra Jackson, Dwayne Cantrell

### Action Items:

- Advisors will need to select sessions and pre-register for the *InsideTrack* workshops in December.

**Meeting began at 2:03 p.m.**

### Updates- Statewide Meetings

L. Vega shared that there has been discussion in the statewide meetings about the doctoral program trying to finance what used to be called the *forgivable loan*. They are also trying to provide money for the education doctoral program that we have, but it is not allowed. There is also discussion about making it a fellowship, so people do not have to pay back. There is an upcoming workshop for the pre-doctoral program from the Chancellor's Office.

L. Vega created a log in the agenda to keep track of items that are closed, open, or still pending. The log includes the date, issue/stakeholder, and resolution.

### Announcements

Dr. Debra Jackson and Dr. Dwayne Cantrell joined the ALT meeting to share announcements about changes that are happening with respect to advising. The shifts are connected to the data that we have been collecting around student support services, in particular advisor-to-student ratios. One of the announcements is that Jaimi Paschal has moved from the school of Natural Sciences, Mathematics, and Engineering (NSME) to the division of Enrollment Management. Jaimi will serve as the Interim Senior Coordinator for Student Success Systems. The systems she is working with is EAB, RunnerConnect, Ask Rowdy, and she will work with other technology systems that have impact on students. She will also serve as a liaison for Enrollment Management, the support systems, advisors, faculty, and others on campus. The school of NSME will soon have a new student services professional. In addition to making that move, there is an advisor who is going to be reassigned to the school of Social Sciences and Education (SSE), as they have the highest advisor-to-student ratio. D. Jackson shared as a closing statement that our Provost is deeply committed to using data to inform our decisions and will continue to work on providing the most up-to-date, accurate data. She thanked the group for helping B. Street in creating the organizational chart and getting information on advisor-to-student ratios and resource allocations for advising.

### InsideTrack - December Workshops Planning

L. Vega requested for the professional advisors from the different schools to provide feedback on workshops for December. Session 1-5 are 2 hours each. Session 6, which is basic emergency coaching is up to 6.5 hours long. The group will need to select workshop sessions so that cumulative time is 8 hours, which means eliminating some workshops, or if session 6 is chosen, selecting subtopics. Each workshop can hold 25 people. The ALT advisors will need to register their teams by October 31<sup>st</sup>.

- A. Gomez-Navarro and K. Ziegler-Lopez will work together on a poll with the different session options and send it out to all of the advisors.

## Advising Calendar Change

D. Cantrell shared with the DCLC and others information on registration dates and advising calendar change. There are concerns that the Veterans population and ADT students may be affected by the change of registration dates in terms of time sensitive paperwork of their veteran benefits and accommodations that need to be in place. Adding advising/registration for new students only one week after the continuing students' registration, leaves no time to prepare files of new students, as continuing students are still being advised. He mentioned that delaying registration 2 weeks for new students, after continuing students register, leaves few spaces in upper division courses limiting enrollment of ADT students coming in. He would like to hear how anyone would like to advocate for as a group.

- K. Ziegler-Lopez shared that for their team to do the prep work and outlines needed for new incoming students, they have to reduce the time advisors are available for continuing students.
- Some areas are reluctant to start advising early because courses are not always all entered into the system so they are not aware of what courses or how many sections will be offered.
- Part of the problem with Veterans is that they have all these processes on the back end with the federal government and they only have a half-time person processing their paperwork for benefits. Institutionally, there are a lot more barriers on Veteran students in addition to not having enough bandwidth in Dr. Cantrell's area to also be certifying these Veteran students. We should get them advised as soon as it is possible.
- Some ways to address the issue of course availability is to open up only a certain number of seats, and later when more students are ready to register, we open up more seats. We would need to plan accordingly, in terms of how many seats to save per plan or per major.
- Would it be possible to have 3 registration groups? (continuing students October 26<sup>th</sup>, incoming Veterans/special populations November 2<sup>nd</sup>, and everybody else November 9<sup>th</sup>)
  - Dr. Cantrell mentioned that it may be something that can potentially work next year. The timing of it may not work due to our Registrar's process, as we are days away from registration.
- A long-term solution would be to fix the degree progress report because if it is accurate, advisors would not need all the prep time and could advise using accurate degree audits.
- Some Veterans are not being admitted when registration opens up. Some special populations (Veterans, athletes, and international students) are being admitted a week before school starts and this may be something that should be examined.
- L. Zuzarte stated that there has to be clarity in the catalog requirements, and she has been working with the departments on this. The degree audit has to be 100% accurate and there is still a lot to do.
- L. Vega suggested that the group prepare a document from all of the entities and have a work around solution so that when this goes to the calendar committee, they have a document that they can refer to. He would like to know who would like to put the document together.
  - In order to get a document together, we may need to do more research and collect more information from other CSU's. We also need more collaboration within our own campus groups.
- D. Cantrell mentioned that schools may need to send out communications to students informing them that advising started on this date and they can set up appointments, but it may be 2 weeks later. Some schools are able to advise earlier, and some are not able to.
- Transfer students have to be in the ready to advise list.
- The group agrees that the term they would like to change the registration date for new students is for Spring 21.
- The 2021/22 calendar has an updated advising/registration date for the Fall 21 term, and it is being reviewed by the Chancellor's Office for approval. The 2020/21 calendar has already been published and does not show the updated advising/registration dates.
- D. Cantrell suggested that we move the registration for spring 21 from November 2<sup>nd</sup> to November 9<sup>th</sup> but also accommodate for those groups who have concerns about the delay in the registration date. He asked the group if they agree with the compromise and everyone agreed. Moving forward we can examine

changes that can have a consensus compromise on advising/registration calendar dates. Dr. Cantrell agreed to come back to our ALT meetings, should more issues arise.

**Meeting ended at 3:32 p.m.**