

ADVISING LEADERSHIP TEAM MEETING

Monday, October 21, 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, Melisa Medina-Cruz, , Yolanda Moreno, Vikash Lakhani, Seung Bach

Absent: Lisa Zuzarte, Todd McBride

Meeting began: 2:01 pm

➤ Advising/Registration Timeline for New Students

- Follow up to Dr. Cantrell's visit last meeting regarding the possibility of moving registration for new students further back in the year.
- E. Correa- SSE Advisors would like for the dates to be pushed back to when they are not already advising students.
- Y. Moreno- NSME had four advisors request to have it pushed. July is too late. It would be great to receive a proposal with potential dates.
- A. Sixtos – A&H votes to push back dates, agrees that a proposal with potential dates would be helpful. Also asked that we be sure to include evaluators in the discussion.
- J. McCune will ask D. Cantrell for a date proposal and will try to have it by the next ALT meeting.

➤ Phone Appointment Proposal Review

- The committee discussed the language of the document, came up with some edits.
- L. Gubkin will make the edits to the phone appointment proposal review and send via email asking for feedback. Once it is approved by the committee she will send it to J. McCune for submission to SSN.

➤ Midterm Progress Reports

- Campaign has started. It went out last Monday, October 14, 2019. 11% response rate so – it will remain open until November 3rd.
- Provost Harper sent a reminder to faculty prior to the campaign starting, encouraging them to participate.
- CSUB has decided to go with EAB Navigate instead of Salesforce. There will be a 3-6 month implementation time. Navigate is similar to GradesFirst. A kickoff call is scheduled for October 22, 2019.
- A lead for Navigate implementation is coming soon; a committee is working on this currently.

➤ Professional Development Stipends Process

- Y. Moreno, M. Medina- Cruz and L. Gubkin briefed the committee on the subcommittee's meeting.
- The attached template will be used as an application.
- J. McCune will send the results of the Professional Development Topics survey to the ALT committee.
- L. Gubkin will reach out to Dr. Thomas Dickson for fall 2020 and ask about his availability, and if he wishes to come and present.
- The Professional Staff Advisor Professional Development Funds Request Form was discussed and edited.
- Discussion of process for \$18,000 for scholarships to support off-campus professional development opportunities for Professional Staff Advisors.
- Distribution of funding to multiple areas.
- The group decided to go through the application process and have the review committee rate the applications using a rubric, which L. Gubkin will create.

- One-call for applications due December 1, 2019. Review criteria need to be given out with the call for applications.
- The Review Committee (5 Associate Deans + Dr. Cantrell [or designee]) assesses proposals at the beginning of December, with decisions being sent out prior to holiday break.
- Some conferences that are we can accept proposals for are:
 - NACADA in Palm Springs in April
 - California Collaborative in March

Documents that were handed out

- Professional Development Funds Request Form
- Professional Development Subcommittee
 - Recommendations for ALT: Re: \$30,000 budget for Professional Development

Meeting adjourned: 3:30 PM