

ADVISING LEADERSHIP TEAM MEETING

Monday, November 4, 2019

ENROLLMENT MANAGEMENT CONFERENCE ROOM

2:00 pm – 3:30 pm

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

Absent: Elaine Correa, Vikash Lakhani

Guest: Yvette Morones (sitting in on Academic Roadmaps discussion in E Correas absence)

Meeting began: 2:00 pm

➤ Academic Roadmaps

- **L. Zuzarte** – Academic Operations is working with web services to update the Academic Roadmaps page, it is called Map to Your Future. A roadmap needs to be created for every catalog year because of the changes.
 - The second draft has been sent but we have not heard back from BPA or NSME, at this point, we will upload what we have.
 - Once we get into the cycle and you view it by catalog year, then we will be good to go.
 - For 2021-2022, our plan is to have the roadmaps up by May 2021.
- **Y. Morones** – First-Year Seminar classes are scheduled to do an assignment either this week or next, they are dependent on the Roadmap website and students are given instruction in the course to go to this website and print it out then complete the assignment which matches up with their For Your Plan. It would be best to take it down if it is not accurate since this assignment is based on the accuracy of this plan.
- **L. Zuzarte** – Was not aware of assignment. Will get in touch with L. Paris about the FYS assignment, and will send an update to everyone if the roadmaps are not complete in time. Will try to have Roadmaps done prior to the assignment due date, but highly doubts it can be done in one week as there is a lot to do.
 - Y. Morones requests that Lisa have an update sent to the FYS instructors, so they know how to move forward while this page is being updated.

➤ Professional Development Stipends Process

- **J. McCune** – L. Gubkin created an ALT Professional Development Funds Evaluation Rubric and changes were discussed for the Funds Request Form that J McCune developed prior to last meeting.
 - Will make some edits to the request form, it will be a fillable form and V. Lakhani will upload it.
 - As soon as this is complete a call will be put out to all Professional Staff Advisors on campus. The rubric and request form will be attached. Deadline will be December 2, 2019.
 - Decisions will be made by the committee (Associate Deans and AVP for Enrollment Mgt or Designee) by December 20, 2019. All applications will be notified via email by this date.
 - The requests will be sent to J. McCune, she will forward all requests to the committee.
 - Debra Jackson will lead the Review Committee and will schedule a meeting to review requests prior to December 20, 2019.
- **L. Gubkin** – Thomas Dixon is from UC Riverside, he will be happy to do a Professional Development workshop on campus. Topic to be covered based on Advisor feedback is compassion fatigue and advisor burnout. Potential dates were discussed and it was agreed that we will see if T. Dixon is available on January 13, 2020.
 - Content Programming from 9:00 am-noon, provide lunch afterward.
 - Thomas Dixon will be providing a proposal on his fees.

- D. Jackson – Whatever introductory remarks are given at the start of the presentation to make it clear that the content of the presentation is in response to the survey feedback. This will help clarify that this body is being responsive to the requests made by the staff.
- **UD pre-requisite for Senior Seminar & JYDR –**
 - **J. McCune** – A. Sixtos will summarize what the issues are that the advisors are facing, including that they are being overridden and what could potentially be put forward as a recommendation. We will look at it in the next meeting and send out a recommendation to GECCo.
 - **L. Gubkin** – In the write-up there are two pieces.
 - What do the requirements need to be?
 - Process recommendation of including an advisor
- **J. McCune** – Tabled for next meeting due to members being absent:
 - Discussion about whether alternates are needed or should be allowed for those who cannot attend ALT meetings
 - Advising/Registration Timeline for New Students
 - BCSSE

Adjourned: 2:58 pm