

ADVISING LEADERSHIP TEAM MEETING NOTES

Monday, November 30, 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, and Deisy Mascarinas (Admin Support).

Absent:

Action Items:

- L. Vega will follow up with the Admissions and Records team regarding the admissions codes and the workflow for student admissions.
- L. Gubkin will follow up with Kim Flachmann regarding the English stretch program implementation.

Meeting began at 2:02 p.m.

Advising Calendar Change

Dr. Dwayne Cantrell presented the advising calendar changes to the Senate meeting, with support for adding a week in between advising for continuing students and new students. No motions for an approval vote were made at the November 16th meeting because further consideration was needed on final exams taking place the night before commencement, so the Senate asked for revisions.

Admissions, Registration, and Advising

- Advisors would like to receive the guide with the admissions codes.
- It was suggested to create a website that explains the different student admission steps with the estimated timeline that each step takes, and the contact information for each step in the process. Down at the bottom of the student center there are boxes that indicate when someone is admitted. Maybe they can add a function that tells the student where they are in the process.
- These items may need to be taken to the Enrollment Management group and the Administrative Barriers group that is part of the GI 2025 taskforce.

Announcements

- The CSU Student Success Network is putting together a workshop series on supporting and engaging men of color. <http://csustudentsuccess.net/convenings/datapracticesandpoliciesconvening/> Friday is the last day to sign up and it will be held on December 11th.
- The *InsideTrack* evaluation has been completed. It has been put into the steering committee and we will get the report and their findings.
- The Chancellor's Office has the results from the statewide survey done in the spring around advising. This survey is being analyzed and the Chancellor's Office will be releasing the survey in the next two weeks if the proper officials give approval. Some items are around workload issues and processes.
- There is a new program in lieu of block scheduling that is going to do a pilot on guided advising. It is an effort to help students graduate within the 4 years.
- The Early Start summer program was going to be canceled, but the Chancellor's Office has backtracked because some campuses have things in place to move forward with the program. http://csustudentsuccess.org/earlystart_overview

Enrollment Update

L. Gubkin mentioned that we are trying to anticipate what students are going to do next semester in terms of enrolling into courses. For this semester, we thought there was going to be a need for fewer classes, and we are actually exceeding the targets. At this point, many of the classes are still open. She would like to hear feedback from the advisors and what they are seeing from students with regard to enrollment for the spring.

- Some students are on the fence about continuing school while it is all online. Historically, we have a lot of students who show up the first day, the first week, and the week before school begins and are hoping advisors

can put together a schedule that works for them, but by that point most classes are closed. Advisors are expecting a lot of students to show up in the beginning of the term.

- There was a suggestion to have a messaging campaign with the variety of different modalities to notify the students to register early.
 - There are concerns about canceling classes if they are not enrolled with enough students, but they may actually be courses that will be needed at a later date. How do we get students to register in a timely manner?
 - There are a number of Freshman students who have been in the University for a semester who are unsure about how to register for classes or do not know that they need to do it. Some students are first generation or just the fact that in high school someone prepared their schedules for them.
 - Advisors have to sometimes contact Rosie (Early Start Coordinator) and Crystal (New Student Orientation Coordinator) to request students' placements. Once a student is a Freshman and they do not take quantitative skills or English 1109, their placement is cleared so advisors do not know how to place them. Scores need to remain in the system longer.
 - Is there a possibility that the First Year Seminar (FYS) Director can contact the Instructors to remind their students to register?
 - It was mentioned that they walk the students to the student center to make sure the student knows where their appointments will appear, specifically the holds and enrollment boxes. The students will reach out and ask the same questions over and over again.
 - Communications are sent to students. NSME started sending their students "how to" videos so they know how to enroll.
 - When we had block scheduling, Advisors enrolled all the Freshmen, and now that students have to enroll themselves, it is going to take time and we need to be patient. This is the second semester that students have to enroll themselves after block scheduling.
 - There was a request to ask what other CSU's are doing in terms of having timelines for students' admissions status and if students can see when they have been admitted, validated, and term activated and where they are in that timeline.
- Another issue for spring is allowing students to drop late in the term because of COVID-19, and it may be due to online courses not working for the student. We are allowing fall term drops at this time, but the Registrar Office will want some medical documentation. If online is not working for students, they had until November 9th to figure that out, which was the last date to drop a course for a serious or compelling reason. You cannot drop for a single course at this time. The regular policies apply this semester as opposed to last semester. If the student initiated and submitted a single course drop before the due date, and it took some time to get to the Dean for signature, it may still be approved.

Advising – Update from Statewide Meeting

- The statewide advisors meeting from last week was canceled but will be rescheduled for next week.
- Will they be offering the GRE, GMED, or other graduate exams in spring in time for fall 2021 admission?
 - Many places have canceled the GRE and some people have traveled to other states to take some exams. The doctoral program in Educational Leadership, by Chancellor's ruling has said that the GRE was not required for the next round of admissions because of the lack of availability. The GRE cannot be taken in campus here, but the subject test can be taken. The Chancellor's Office is still working on replacement exams.
- The *InsideTrack* trainings will be held next week.
- Kim Flachman had approached L. Vega about discussing the English stretch program with this group because she was concerned that there were not enough stretch courses. Research has shown that students who have gone through the stretch program did complete it at a higher rate. L. Gubkin will follow-up with Dr. Flachmann.

Catalog Rights Guide

L. Zuzarte is working on a document that will show the impacts of when curricular changes are made and what the impacts are on catalog rights. The document is not finalized but she shared a preview of the document with the

group. With the Q to S conversion, we have experienced a lot of issues with the degree audit or academic requirements page not being coded correctly or possibly not able to be coded correctly because of the way the curricular proposals were approved or the changes in the curriculum. The impacts with changes affect GE requirements, Pre-requisites, Transfer Credit, ADT's, Academic Requirements, and Advising/Degree Evaluation. The Operations team created a chart that shows different scenarios of the impacts of the actions on catalog rights based on curricular decisions we have made. This table is also used for their department for best practices and how to handle different scenarios. This document will be used as a guide and a tool for the departments and advisors, so that we are all on the same page. She is hoping to release the document in the next week or two.

L. Zuzarte also shared that there is a coding issue behind the scenes with the conversion of the 120 semester units, for the remaining quarter students that still have not graduated. L. Zuzarte is working to secure a consultant who can fix this for us, because that impacts a lot of other calculations that are being done behind the scenes. She is also working on creating a catalog template that she would like for everyone to use for their program requirements, that is very specific.

With all the forms being converted to *AdobeSign*, L. Zuzarte wanted to hear back from the group regarding the course substitution/waiver form and if they were having any issues with it because it is not in *AdobeSign*.

- If advisors had ownership of the form, they could create a template and re-use the template. Because it is already created, they do not automatically have ownership and have to create every single substitution waiver, and adding the boxes and information for every single student.
- L. Zuzarte mentioned that she was part of the *AdobeSign* implementation team. They tried every way to use *AdobeSign* for their curricular forms and the substitution/waiver form, but it did not work for their needs. She has opted out from that implementation. She is hoping that, if budget permits it, a solution will be found within the coming year for curricular forms' submissions.

Mental Health Training

The group discussed potential dates for the training. Advisors mentioned that the week of January 11th may work, if not the summer would be best. M. Medina Cruz will follow up with Kern Behavioral Health and Recovery Services. The fiscal year ends in June, and I. Pesco mentioned that the grant that Janet Millar got can fund the training if we invoice prior to the fiscal year ending, even if the training happened at a later date.

Meeting ended at 3:24 p.m.