

## COUNCIL FOR FACULTY ADVISING MEETING

Tuesday, April 20, 2021

Zoom Meeting

2:30 - 3:30 PM

**Present:** Debra Jackson, Marta Ruiz (Admin Support), Anna Jacobsen, BreAnna Evans Santiago, Joel Haney, Karlo Lopez, Kris Grappendorf, Mary Slaughter, Melissa Danforth, Pratigya Sigdya, Tzu Fen Chang, Zackary Zenko

**Absent:** Alicia Rodriguez, Anne Duran, Jeremy Woods, Patrick O'Neill

### **Action Items:**

- ❖ D. Jackson will make sure the CSUB.edu/advising page is updated as well as the information for credential students.
- ❖ D. Jackson will make a list of summer chairs list, to be posted on the CSUB.edu/advising page for students who need advising in the summer to have access.
- ❖ D. Jackson will make a list of faculty advisors for the summer to distribute that information to students.
- ❖ D. Jackson will work with Jaimi Paschal to get Rowdy bot to push out the information on faculty advisors during the summer.
- ❖ Members from the committee attending the DCLC meeting this week were tasked with bringing up the 12-month chair contract issue.
- ❖ The committee asks to have M. Ruiz invite Dr. Charles Lam to the next meeting.

The meeting began at 2:30 PM

D. Jackson welcomes and thanks everyone attending.

### **Recap of Goals discussed at last meeting**

- a) **Need for Degree Audit/ Academic Requirements page** – D. Jackson reminded the committee that the Degree Audit and Academic Requirements page maintenance has been moved from Academic Operations and Support to Enrollment Management. She also mentioned that there is now a way to report any issues and that once reported they will be placed on a list and prioritized to get them solved. Additionally, there is a Degree mapping table that is currently being fixed by IRPA and Academic Operations to get accurate IRPA data projections. Jackson mentioned that there is nothing the committee can do now but wait for updates on the progress made on the Degree mapping table in the coming months.
- b) **Delineation of faculty vs. staff advisor roles** – D. Jackson mentioned that she had been reminded that the Academic Senate Sub Committee would be discussing the issue of 'Delineation of faculty vs. staff advisor roles,' and if the committee chose to discuss that issue, she could share her notes on what was discussed with the chair of that committee, Charles Lam, so more voices could be added to the conversation. The committee asks to have M. Ruiz invite Dr. Charles Lam to the next meeting.
- c) **Faculty representation on Advising Leadership Team** - D. Jackson mentioned that ALT is still trying to get clarity on what their purpose, mission, and role would be. As well as what their membership of the committee ought to be, and what their optimal place is within the advising structure. She also mentioned that if the committee chose to further discuss this issue, then Karlo Lopez could discuss where the Advising Leadership Team was at regarding selecting a faculty representative for their team.

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- d) **Clarity about faculty advising responsibilities during summer** – D. Jackson stated that faculty advisors are not under contract during the summer; therefore, when students reach out to them the debate is on whether they answer them since they are not obligated to. Jackson stated that what needs to be decided now on who needs to be sent this issue the Advising Leadership Team, or the Dean or Provost, or AVP for faculty affairs.
- e) **Faculty support for using Runner Connect** – D. Jackson mentioned that at the moment the committee had agreed that it was not an emerging issue but would need to be addressed sometime in the future.

**Summer Advising** – M. Slaughter wanted to further discuss advising during the summer since staff advisors are not required to advise during the summer. She went on to say that summer chairs get a stipend for tutoring during the summer. She also suggested having assistant professor's advice for one day in the summer like they used to do in the past.

M. Danforth stated that the stipend provided for summer chairs is not enough for the number of hours spent having to tutor students.

K. Grappendorf stated that she had heard that those teaching during the summer were also responsible for helping with advising during the summer.

A. Jacobsen stated that in the past there were 12-month chairs and that those teaching during the summer had to help with advising. She went on to say that there needs to be a way to make it clear to the students who they can go to for advising during the summer.

M. Danforth suggested that there should be a major-specific plan so that students know where to go for advising. She also stated that there needs to be an evaluating process for advisors currently there isn't one. A. Jacobsen suggested taking this issue to the senate.

K. Lopez mentioned that by having a 12-month chair you are given a constant presence for each department in case someone needs advice or help with something like curricular development during the summer.

M. Danforth stated that there may be some complications with getting approval on converting chairs to 12-month chairs because of money issues and chair transitions.

M. Slaughter suggested that the contact information for summer advising should be distributed to students on social media, email, and CSUB's main web page.

D. Jackson made note of two reasons the committee suggests moving forward with the 12-month chair contract.

1. It makes clear who is in charge of advising during the summer to students.
2. There will be someone responsible for communicating with academic operations for the curriculum catalog.

She also mentioned why they might not want to follow through with turning chairs into 12-month chairs.

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1. money not being available for that
2. complicated transition from chairs each cycle
3. complicated payment cycle.

She also mentioned that the information of who to contact during the summer should be placed on MyCSUB, Runner Connect, and Programs pages. She asked the committee where the 12-month contract issue should be sent to and listed several options, M. Danforth stated that first, we should find out if the money is there to be used before contacting anyone. She also suggested asking the deans what they think about the issue so that they have some support if there is funding.

Individuals from the committee will take the issue to the DCLC to be hosted this week.

***Adjourned: 3:30 PM***

***Next Meeting: TBD***