

## Advising Leadership Team [DRAFT]

For October 10<sup>th</sup> 2018

### Achieved

- ✓ Set goals for the AY18/19
- ✓ All Professional Advisors have view access to OnBase
- ✓ Recommended campus forms to developed into OnBase
- ✓ Approved ALT Charge statement
- ✓ Launched ALT website (<https://www.csub.edu/academicprograms/AdvisingLeadershipTeam/index.htm>)
- ✓ Prof. Advising Coordinators will be able to run Ready to Advise lists
- ✓ Sub/Waiver Process has been centralized in Academic Operations to eliminate errors
- ✓ Denied graduation list now sent to both Associate Deans and Prof. Advising Coordinators

### Goals for AY18-19

- Develop School-based framework for Faculty/School Advisors Responsibilities
- Continue to evaluate the advising function
- Launch new training and professional development opportunities for Professional Advisors

### Agenda

1. DISCUSS: Community College Pathways Yvette M.
2. DRAFT: Retroactive Withdrawal – Instructors’ signatures Tanya
3. DRAFT: Group Advising Policy (ASI Referral) Vernon H.
4. DISCUSS: Next SSN Meeting (President Address) All
5. DEMO Transfer Articulation Webpage Lisa Z.
6. DISCUSS: Staffing/Funding for Advisor Training Sessions
7. UPDATE: Major/Minor signoff All
8. UPDATE: Special Meeting with IT OnBase Petition for Exception Form Vernon H.

### Move to Provost’s AAC for Approval

- RECOMMENDATION: On Base should covered centrally by the university Vernon H.

### Parking Lot

- DISCUSS: School Based Faculty-Professional Advisor Balance All
- UPDATE: Course substitutions (Return after DCLC meeting) Lisa Z.
- UPDATE: on Document Management System (Return October) Faust
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- Graduation Denial process
- Add/Drop Form
- Probation and Jeopardy study
- Petition for Exception 4<sup>th</sup> attempt
- GVAR Exam Times and Computer lab

### Action Items for last meeting

- VL will send list of proposed forms to be for OnBase implementation
- VH will draft descriptions of AARC activities to be moved to the Schools (Facilitating Graduation; Midterm Progress Reports)
- TBH will draft recommendation to change in catalog language for retroactive withdrawal

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