Advising Leadership Team
For October 24 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
➢ DEMO Transfer Articulation Webpage Lisa Z.
➢ DECIDE: Next SSN Meeting (President Address) All
➢ DISCUSS: Staffing/Funding for Advisor Training Sessions
➢ UPDATE: Major/Minor signoff All
➢ UPDATE: Special Meeting with IT OnBase Petition for Exception Form Vernon H.

Move for Approval
➢ RECOMMENDATION: On Base should covered centrally by the university (Provost’s Council)
➢ DRAFT: Retroactive Withdrawal – Instructors’ signatures (Senate Exec)
➢ DRAFT: Group Advising Policy (ASI Referral moved to Provost’s Council)

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

Action Items for last meeting
➢ VH will draft descriptions of AARC activities to be moved to the Schools (Facilitating Graduation; Midterm Progress Reports)
➢ MR will contact President’s Office to determine date of SSN meeting
➢ VH Send Professional Advisors list of Wonderful students
➢ VH arrange meetings between Wonderful and Professional Advising Centers