

Advising Leadership Team
For January 30, 2019

Achieved

- ✓ **Set goals for the AY18/19**
- ✓ **All Professional Advisors have view access to OnBase**
- ✓ **Recommended campus forms to be 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

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| ➤ UPDATE: Cal Govt Require and AP Exam | Vikash L. |
| ➤ UPDATE: Course substitutions | Vikash L. |
| ➤ UPDATE: Add/Drop/Withdrawal Form | Jennifer M. |
| ➤ UPDATE: Holds Proposal | |
| ➤ UPDATE: Academic Roadmaps | |
| ➤ DISCUSS: Advisor Training Sessions | All |
| ➤ DISCUSS: Change of Major/Minor | All |
| ➤ DISCUSS: Articulation Website Training | Yvette M. |
| ➤ DISCUSS: GE Petitions Work Flow | Yvette M. |

Parking Lot

- DISCUSS: Meta Majors discussion
- DISCUSS: School Based Faculty-Professional Advisor Balance
- 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
- GVAR Exam Times and Computer lab