Advising Leadership Team  
For February 13, 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
- DISCUSS: ALT Composition  Jaimi Paschal (Guest)
- UPDATE: Add/Drop/Withdrawal Form  Jennifer M.
- UPDATE: Holds Proposal  Jennifer M.
- DISCUSS: Holds Placement  Liora G.
- DISCUSS: Advisor Professional Development  All
- DISCUSS: Change of Major/Minor  All
- DISCUSS: GE Petitions Work Flow (Tabled for 2.20.19)  Yvette M.
- DISCUSS: Serious and Compelling Withdrawals  All
- DISCUSS: Advising Rep on Academic Calendar Committee  All
- DISCUSS: On Base Document Management System  Jennifer 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)
- Add/Drop Form
- GWAR Exam Times and Computer lab