Advising Leadership Team  
June 5, 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  
✓ Holds Proposal approved for Fall 2019 implementation

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
➢ DISCUSSION: Withdrawal Policies (2:30 pm time specific) Kathleen Knutzen  
➢ UPDATE: Advisor Professional Development Liora G. and Jennifer M.  
➢ UPDATE: Advising Framework Jennifer M.  
➢ DISCUSSION: Midterm Progress Reports All  
➢ DISCUSSION: ALT Membership All  
➢ DISCUSSION: OnBase Usage Across Depts Lisa Z.  
➢ DISCUSSION: Future Dating Holds Liora G.

Parking Lot
➢ Meta Majors discussion  
➢ School Based Faculty-Professional Advisor Balance  
➢ Elect 1000 problem: ( Evaluators; Degree Audit; Advisors; Grad Check)  
➢ Add/Drop/Term Withdrawal Form – Dept Chair Signature  
➢ GWAR Exam Times and Computer lab  
➢ Change of Major/Minor  
➢ GE Petitions Work Flow