Advising Leadership Team
August 14, 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
✓ Develop School-based framework for Faculty/School Advisors Responsibilities
✓ Launch new training and professional development opportunities for Professional Advisors

Goals for AY18-19
➢ Continue to evaluate the advising function

Agenda
➢ DISCUSSION: Preparation for WSCUC visit 
  D. Jackson
➢ DISCUSSION: Phone Appointments 
  L. Gubkin and J. McCune
➢ DISCUSSION: Professional Development Training 
  All
➢ DISCUSSION: ALT Membership 
  T. McBride and L. Gubkin

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