

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

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|---|--------------------------|
| ➤ 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