

Advising Leadership Team
Monday, September 27, 2021

Goals for AY 2021-22

- Establish Virtual Professional Development Plan for Advisors

Agenda *[target action]*

- Advising – Update from Statewide Meeting *[GI2025 objectives-see last p. 5]* – L. Vega
- Academic Support Services – Debra Jackson/Brian Street *[strategic planning]*
- Program Plan Mapper – L. Zuzarte *[update]*
- GI2025 & Equity Gaps Charge—Coordinated Care *[informational]*-L. Vega
- Notes in RunnerConnect Policy Referral *[ALT's edits/approval]* – L. Vega
- Follow up --ALT Charge Outlined by Provost Harper to Associate Deans – L. Vega
“The ALT is a coordinating body that makes referrals, but does not set policy, to the provost council to improve advising at the university.”
- Guiding Principles –[\[SSU template\]](#) / Advising Syllabus [\[CSUN template\]](#)

Parking Lot

- Meta Majors discussion [IRPA data]
- Double major data presentation—When is 2nd major declared?
- Mental Health Training Collaborative – M. Medina Cruz/I. Pesco
- Governing Document – L. Vega
- School-Based Faculty-Professional Advisor Balance
- Elect 1000 problem: (Evaluators; Degree Audit; Advisors; Grad Check)
- GVAR Exam Times and Computer lab
- Change of Major/Minor
- WSCUC Recommendation and Special Visit Preparation – B. Street
 - a. Recommendation 3: *Ensure consistency, effectiveness, and quality of academic support services, including advising, tutoring, supplemental instruction, and course scheduling, to enhance student success for all students. (CFRs 2.12, 2.13) The Commission appreciated learning about the launch of the Council for Faculty Advising, additional staff for tutoring and supplemental instruction, and other changes in this area.*
 - b. Spring 2023 Special Visit: *Academic support services: Data on students served, disaggregated by demographic variables; organizational charts, staffing ratios, and resource allocations to service units; evidence of effectiveness of academic support services*
- WSCUC Special Visit Preparation – **Updates on September 29, 2021**
 - a. ↘Advising data collection strategy
 - b. ↘Advising organizational chart
 - c. ↘Document advising ratios
 - d. ↘Document resource allocations for advising
 - e. ↘Collect evidence of advising effectiveness

Logged Record

Date	Issue/ Stakeholder	Resolution	Item Status		
			Pending	Open	Closed
2021.09.13	Notes in RunnerConnect Policy Referral	Sent to Provost (9/22/21) see p. 5)		X	
2021.08.30	Duan Jackson's, CO, Advising Visits	Cancelled due to GI2025			X
2021.08.30	Guided Registration: English Place.	Wrong English Placements Corrected Manually			X
2021.06.21	Freshmen Housing Requirement for Fall 2021	Website has information and a place to ask questions. There is an online form.			X
2021.06.21	GE Area F in the Academic Requirements page	It is now in the academic requirements page.			X
2021.08.16	Implications of the 2021-2022 catalog release date	Anticipating future catalogs delivered on time	X		
2021.08.16	Enrollment, Cancellations, Holds	Information on holds can be requested from Dr. Cantrell	X		
2021.08.16	Fall Sports – Enrollment – M. Medina Cruz	Placeholder courses and Runner Connect notes communication			X
2020.05.17	Catalog time gaps; policy recommendations to the Provost; Institutional priorities; collaboration with Faculty Advisors		X		
2020.12.14	Transfer Students (no concentrations)- Barriers		X		
2020.11.30	Catalog Rights Guide		X		
2020.11.02	Adding 2 nd /3 rd Major/Minor	Collecting data	X		
2020.10.19	Advising Calendar	On the table	X		
2020.10.19	Advising Holds' Releases T. Boone	Fall 2020; plans for future	X		
2020.10.05	Special population early enroll.	By law / GI25/ Lrn. Comm	X		
2021.02.08	Inside Track visit	Done / Follow up		X	
2020.11.16	Admission, Registration, Advising			X	
2020.11.16	Final Transcript Evaluations			X	
2021.06.21	2 nd Degree Students Enroll/advice	B. Perlado, enroll. Realigned			X
2021.06.21	CSUB 1029 - clarifications	GE re-alignment/ done			X
2021.06.21	Department Chair Signature on Add/Drop Form	AdobeSign routes to chair			X

2021.04.12	GI 2025 Professional Staff advisor	It was agreed 1 person would be elected			X
2021.04.12	Instructional modalities	Annotation in PeopleSoft			X
2021.03.22	Disqualified Students admitted after last day to add [Appeal of disqualification]/Petition for re-admission]	Appeals must be submitted 2 weeks prior to classes beginning.			X
2021.03.08	Admissions, Registration, Advising flow	Workflows have been shared.			X
2021.03.08	Students and Faculty relying on Degree Progress Report (DPR) to calculate units	Issue fixed in degree audit.			X
2021.03.08	Grad Check 90-unit eligibility	Keep it at 84 units.			X
2021.02.22	Junior/Senior Graduation checks				
2021.01.27	Degree Audit Q2S Change	List of students sent.			X
2020.12.08/9	Inside Track Mental Health	emotional support, tactical empathy, Suicidology / self-care			X
2020.11.02	Reserved Courses (Block Scheduling/ Honors)	Developed process and communication flow			X
2020.10.05	Immunization Holds J. Allred	Instructions provided			X
2020.10.05	B1/B2/B3, L. Gubkin/L. Zuzarte	Fixed in Peoplesoft			X
2020.10.05	Advising listserv/SSN – K. Z-L	1-way messages only			X
2020.09.21	Athletic units & ADT – B. Mendiola	Title IX req's/existing rules			X
2020.09.21	Time Conflict Issue- L. Zuzarte	Conflict overrides			X

Webinar for Advisors & Counselors
October 14, 2021
3:30-5:00 p.m.

Presenters: Nora Leyva and Theresa Luu – San Diego State University

Topic: Retention and Graduation Initiatives

California State University (CSU) advisers have been charged with leading Graduation Initiative 2025 (GI 2025) efforts but how can they rise to the challenge using their limited existing resources? This presentation will demonstrate how a multidisciplinary college at a CSU campus developed strategic and multi-level student success initiatives led by advisers to increase graduation rates and meet its GI 2025 goals. These initiatives include rolling out a mandatory advising program, creating effective peer advising teams, and supporting students at-risk or on probation. The presenters will guide attendees through the process of developing and implementing said initiatives and address challenges related to large student to adviser ratios, communication planning, technology, and more.

The presenters serve as Academic Adviser and Student Success Specialist in the College of Professional Studies and Fine Arts, which houses 7 schools and 3 departments. As of Fall 2019, the college has approximately 4,700 enrolled students: 700 students identify as First generation, about 33% are URM, and about 25% are Pell Grant recipients. In addition, every incoming freshman student is admitted as pre-major with the intent of being declared into the major by completing the preparation for the major by the end of their sophomore year. While the University is on track to meet its GI 2025 goals, each College has developed its own strategic plan to ensure each department reaches the goals across various student subgroups.

The School of Public Affairs currently has the largest student enrollment, including over 800 students in the Criminal Justice major. As of Fall 2019, about 63% are female, 60% identified as URM, and 45% are Pell Grant recipients. Through mandatory advising, the College of Professional Studies and Fine Arts has created opportunities for students to meet with their major adviser at critical milestones to ensure they are successfully moving through the pathway from pre-major to major and graduate in four years.

References:

Applegate, J. (2012). Graduating the 21st Century Student: Advising as if Their Lives (and Our Future) Depended on It. *NACADA Journal*, 32(1), 5-11. <https://doi.org/10.12930/0271-9517-32.1.5>

California State University (n.d.) [Student Success Dashboard](#). Retrieved from

Joslin, J. (2018). The Case for Strategic Academic Advising Management. *New Directions for Higher Education*, Winter 2018(184), 11-20. <https://doi.org/10.1002/he.20299>

MEMORANDUM

DATE: September 22, 2021

FROM: Advising Leadership Team

cc. Liora Gubkin-Malicedem, Deanne Perez-Granados, Karlo Lopez, Seung Bach, Melisa Medina Cruz, Yvette Morones, Christina Ramirez, Gabriela Ochoa Vega, EvaDith de Leon, Ilaria Pesco, Lisa Zuzarte, Luis Vega

cc. RunnerConnect Campus Leadership Team c/o Jamie Paschal

TO: Provost Vernon Harper and Provost's Council

SUBJECT: Uniformity of Advising Notes -- A Referral to the Provost's Council

CSUB has adopted RunnerConnect (RC) to improve the coordination of academic advising on our campus. Among its many functions, this EAB technology allows for notetaking of student academic advising meetings. Professional advisors and many staff have been trained to use it, with faculty next in line. Dr. Jaimi Paschal heads the training and is our contact person with EAB (her training schedule is attached).

Dr. Paschal has prepared a training documentation, located on the csub.edu/RunnerConnect website. In addition to what is already posted, Dr. Paschal created guidelines on writing advising notes, using feedback from the RunnerConnect Campus Leadership Team, to meet standardization, ethics, and utility to student's academic progress (see attached).

For students to experience a seamless navigation in their academic journey, it is important that careful advising notes accompany each student's record, especially if they change majors, or need to see different advisors. RC uses standardized, systematic statistics to inform decisions regarding advising accomplishments and needs. Note taking adds qualitative meaning to academic advising processes. If resources can be allocated to create templates of standardized notes, creating quantification outcomes, these will further enrich RC analytic functions.

The value of RC notetaking can be seen when students see professional advisors as freshmen/sophomores but see faculty advisors as juniors and seniors. Note taking is also useful when athletes are placed in a common major to meet athletic eligibility. As they advance in their studies, a careful tracing of academic advising is needed for them to stay in scheduled time to degree. Unscheduled appointments also benefit from advising note taking.

Thus, the Advising Leadership- and RunnerConnect Campus Leadership- Teams recommend that the Provost's Council endorse, promote, and provide resources for the use of RC's advising notes as a best practice of the Graduate Initiative 2025 and student success. Strong administrative support through implementation, publicity, and finances help create enduring lessons learned and best practices of high-quality academic advising. Campus buy-in is crucial.