

**ADVISING LEADERSHIP TEAM MEETING**  
Monday, February 24, 2020  
ENROLLMENT MANAGEMENT CONFERENCE ROOM  
2:00 pm – 3:30 pm

**Present:** Debra Jackson (Chair), Marta Ruiz (Admin Support) Adriana Sixtos, Christina Hernandez, Elaine Correa, Gilverto Herrera, Liora Gubkin, Melissa Medina-Cruz

**Absent:** Lisa Zuzarte, Seung Bach, Todd McBride, Vikash Lakhani, Yolanda Moreno

**Guest:** Dr. Dwayne Cantrell, AVP Enrollment Management

**Action Items:**

**D. Cantrell** will find out which department will process the Ready to Advise list if it's on the Registrar or Admissions side and will inform the committee.

**D. Jackson** will take this Equity Minded Teaching and Learning Conference request to the Provost and ask him to select a team.

**D. Jackson** will craft a document showing the purpose of the Outlook Student Success Network Group

**D. Jackson** will check with the Interim Provost if there will be funding available for next year for the next round of Professional Development

**L. Gubkin** – Will draft an email with information on a record preservation policy-3 years after graduation

Meeting began: 2:00 pm

Debra Jackson thanked everyone for attending, introduced Dr. Dwayne Cantrell, he will talk about a proposal he has that he believes would be of interest to the advisors.

**D. Cantrell** – Stated there have been some changes in what used to be Admissions & Records, their new name is The Office of Admissions and The Office of the Registrar, separate teams with different functions. They are now two different departments that function differently with different leadership. He has an idea that he thinks will work to take on the challenges that have risen, he would like to have one contact person for each school.

What would you need from a contact person?

- Responsiveness in a timely manner and a sense of how quickly the question can get answered
- System of urgency (response in 24-48 hours)
- What is the process for students who have not been term activated?
  - Send an email to the contact and copy the student, wait 24-48 hours for a response, this way they all get notified at the same time.
- Have an Admissions partner
- The vast majority of the things are more of us seeing only part of the picture, the contact would help us with the part we can not see.
- Accountability

He asks to be checked if you see something that is out of line and he can help with it. Asks if there are questions or challenges with which he can assist. He will work with the Admissions team, work out any challenges and let everyone know when it is ready to be rolled out.

**D. Jackson** - Stated L. Zuzarte has an update on the Course Substitution Waiver form, this will be tabled for the next meeting as Lisa is attending another meeting today. D. Jackson asked for feedback on the memo that she drafted for the Schedule Adjustment Period, the group offered some edits which will be completed by D. Jackson,

she will push it forward, to the Academic Senate Executive Committee and will copy the Provost, Enrollment Management and the school Deans so they are aware of what is happening.

**A. Sixtos** was asked by a fellow advisor to share the Spring Convening with the group to see if anyone wants to attend. It is an Equity Minded Teaching and Learning Conference the CSU Student Success Network is offering this conference type on Monday, April 27, 2020. Last year a representative from each school went as well as someone from EOP and Housing. The CSU Student Success Network would cover the fees up to five to six from each campus to attend. The curriculum focuses on providing instructional faculty with inquiry-based tools to use in the classroom including sessions like using disaggregated course outcome data and the syllabus as a tool for racial ethnic equity. D. Jackson will take this request to the Provost and ask him to select a team.

**D. Jackson** – The committee decided on a Mental Health presentation, Melissa Medina-Cruz was asked to get information on the Mental Health event Athletics did a couple of years ago. She will get the details and provide the information at the next meeting.

**D. Jackson** discussed SSN Membership with the committee, she would like to get two things clarified today.

1. A clear understanding of who is responsible for this group and thus who must do the work or adding and removing people
2. A clear understanding of who should be a member of this group. I would like to have clarification from the committee about what the purpose of the network is and who should be a member of it.

D. Jackson will craft a document showing the purpose of the Outlook Student Success Network Group, push it out to faculty and staff and say, “If you would like to join this group to get these updates please send a message to (email address)”. Once or twice a year push out another message to the SSN saying, “if you would like to opt out of this group please send a message to (email address). Anyone that sends a message that says I would like to be in the group, we can grant them access, because there is nothing that is private. D. Jackson proposed to have herself and Marta Ruiz as owners this way both D. Jackson and M. Ruiz receive those requests to be added or removed and we will both be responsible for that. If someone starts abusing SSN they will be removed from the group.

**D. Jackson** will check with the Interim Provost if there will be funding available for next year for the next round of Professional Development and will bring back the information.

**L. Gubkin** – Will draft an email with information on a record preservation policy-3 years after graduation that can be added to the SharePoint on the SSN.

D. Jackson -If anyone has any ideas about documents other than the agenda’s and notes, that would be relevant to post in the website, we can add them.

The suggested Tabs are:

- Professional Development Funding for Advisors
- Upcoming Speakers

All present are in favor of canceling the next meeting on March 2, 2020, we are scheduled to meet again on March 16, 2020.

Adjourned: 3:06 PM