<p style="text-align:center">**ADVISING LEADERSHIP TEAM MEETING NOTES**
Monday, April 12, 2021
Zoom Meeting 2:00 pm - 3:30 pm</p>

Present: Luis Vega (Chair), Tanya Boone-Holladay, Karen Ziegler-Lopez, Liora Gubkin, Janine Cornelison, Seung Bach, Belen Mendiola, Karlo Lopez, Anayeli Gomez-Navarro, Lisa Zuzarte, Deisy Mascarinas (Admin Support).

Absent: Ilaria Pesco, Melisa Medina-Cruz

Guest: Jaimi Paschal

Action Items:
- ➢ Invite the housing director, Crystal Becks to an ALT meeting to discuss the Freshmen housing requirement.
- ➢ The ALT meeting scheduled for April 26th will be postponed and we will meet again on May 3rd.

Meeting began at 2:02 p.m.

The 2021 CSU Student Success Network Conference RFP
The CSU Student Success Network Conference is a virtual conference designed by and for middle leaders and students in the CSU. The CSU Student Success Network is seeking presentations from middle leaders and students across the CSU about their perspectives and experiences in understanding, adapting, and innovating to respond to and reduce racial and other inequities at all levels on campus. Proposals for presentations are due Friday, June 4th, 2021. The theme for the conference is: *The Time Is Now: Forging New Visions for Equity in the CSU.* The conference will take place in the fall, October 13-14, 2021. http://www.csustudentsuccess.net/activities/annual-conference-2021/

Advising Representative for GI 2025 Committee Update
Debra Jackson is open to consider having a school advisor join the Graduation Initiative 2025 committee. The advisors will meet in PSA and discuss how they will approach the selection of an advisor representative for the committee.

Freshmen Housing Requirement for Fall 2021 Update
The campus would like more information about the housing requirement, and the steps to opt out, so they can provide more guidance to the students. The director of housing, Crystal Becks, may be able to join an ALT meeting and answer some questions around this matter.
- 15% of classes are face-to-face in the fall term.
- Freshmen students may be required to live in the dorms but will only be taking online classes.
- Students may not be getting the college experience if they are doing zoom classes in their dorm and do not have access to the Recreation (Rec) Center.
- What kinds of other student experiences are going to be available? Is the Rec Center going to be open? Are we going to have programming that is not over zoom?

Runner Connect
Jaimi Paschal was invited to the ALT meeting to answer questions from the group regarding privacy issues and other features in *Runner Connect*. There was a request for training with this program.
- When advisors take notes, it is part of the students records and advisors would like training on what should be included in the notes and what should not, and also what referrals can be included. Debra Jackson brought this issue to the *Runner Connect* leadership team, which has a representative from each school that includes a staff and faculty member. Based on the suggestions that were provided by the group, a document has been created, but it is not complete. Once the document is complete, it will be sent to legal, DCLC, and different constituencies.
- The privacy of the Runner Connect software is FERPA compliant. The access to view notes is by care unit, by role. As an example, an advisor cannot see something that a financial advisor puts in because the financial advisors are under the financial care unit. Unless a staff member has a dual role and handles both advising and financial advising, they can see both notes.

- The guidance in the *Runner Connect* website says to be very objective and mindful that these records can be subpoenaed. They are a permanent part of the students' records. At this time, it does not give examples, because the team is still working on an intricate document.
- Student documents should be uploaded to *OnBase* not *Runner Connect*.
- It was suggested EAB Navigator staff or CSUB designated trainers provide training for the information that is presented to the advisors and anyone using *Runner Connect,* including students.
- You can say you referred a student to the health center or the counseling center in the notes, but not specify what you referred the student to the center(s) for.
- *Runner Connect* was launched to staff advisors and ASC's who wanted to come on board on July 27, 2020. The program may become available for all faculty members in the beginning of the 2021 academic year. There are a few departments that came on board early and started using the software. Training will be provided for faculty.

2nd Degree Students –Processes and Procedures
There are students who are returning to get a 2nd bachelor's degree, or maybe they want to get into the master's program and decide to do a 2nd bachelor's, these students are treated as post baccalaureate. These students get put into a limbo because they are not referenced to any advising unit. When these students are admitted, it has to be approved by the Chair of the student's department. L. Vega will be creating a document around this issue and would like feedback from the group.

Instruction Modalities Fall 2021 Update
An updated legend with the instruction modalities will soon be showing up in the *Peoplesoft* class search. The class notes will also show up in the first search page, rather than clicking on a link to be able to see the notes. The instruction modalities are color coded based on the type of class modalities, whether they are fully online (A1), face-to-face (FTF), synchronous (S1), or flex (S2) courses. The enhancements to *Peoplesoft* are still being tested. L. Zuzarte will be sending a communication to the Student Success Network (SSN).

Additional Items
- The ALT meeting scheduled for April 26th will be postponed due to an NSME Dean candidate speaking at an open forum. We will meet again on May 3rd.
- Referral #28 from the Academic Senate was discussed during an ALT meeting (3/22/21). This item may need to be added as an agenda item during the fall for further discussion and feedback.

Meeting ended at 3:27 p.m.