ADVISING LEADERSHIP TEAM MEETING NOTES
Monday, August 30, 2021
Zoom Meeting 2:00 pm - 3:30 pm

Present: Luis Vega, Karlo Lopez, Eva De Leon, Deanne Perez-Granados, Yvette Morones, Liora Gubkin, Christina Ramirez, Seung Bach, Rodrigo Rios, Melisa Medina Cruz, Lisa Zuzarte, Ilaria Pesco, Deisy Mascarinas (Admin Support).

Absent: Gabriela Ochoa Vega

Guest: Jaimi Paschal

Meeting began at 2:00 p.m.

Advising – Update from Statewide Meeting:
L. Vega shared that there have not been any new Statewide Meetings because of the new Chancellor's plans to focus advising on GI2025. He also mentioned that the planned Duan Jackson campus visit had been cancelled; however, there will be advising workshops in the future. L. Vega also shared that Drs. Debra Jackson and Brian Street will debrief ALT on next WSCUC's visit and our advising strategic plan. They will visit ALT on September 29, 2021; he asked that the group be prepared with any questions they may have.

Guidelines for documenting in Runner Connect:
- J. Paschal shared that more training for Runner Connect will be scheduled for the fall term. The trainings will focus on the basics of using Runner Connect.
- Y. Morones shared that it is important that advisors use the advising notes, so that they keep track of what was advised to the student in the advising session. Additionally, these notes would help with having consistent data. She suggested that administrators help with getting faculty and staff advisors on the same page when it comes to using and providing advising notes through Runner Connect.
- J. Paschal mentioned that the lack of advertising of Runner Connect trainings has resulted in not all faculty and staff advisors being on the same page when it comes to using Runner Connect. She also mentioned that she cannot force advisors to create notes when advising; she can tell them the reasons why its beneficial they do it, but that's about all. She also shared that the Runner Connect committee is currently working on a proposal for guidelines to put in place for the use of Runner Connect. Once completed, the guidelines will need feedback and approval from academic advising bodies before they are officially released to the campus.
- L. Gubkin stated that the ALT and Faculty Advising group needed to have a clear understanding of why the push of Runner Connect would be beneficial and important. For one, the data for WASCUC needs to be consistent; therefore, by having all advisors provide notes on advising in Runner Connect, would help keep the data consistent.
- The committee suggested coming up with a policy that the group can propose to support J. Paschal's efforts in pushing the use of Runner Connect.
- L. Gubkin suggested that the ALT work on the implementation of guidelines for the use of Runner Connect.
- K. Lopez asked whether there was a possibility that they would be able to put what was OnBase into Runner Connect.
- J. Paschal shared that Runner Connect is not a document storage system; therefore, it would probably not be as easy to move all the documents from OnBase to Runner Connect. She also noted that notes do not help with data instead they are beneficial in keeping track on what the student was told in their advising sessions as well as helping them succeed.
- The committee agreed on having L. Vega draft a statement to the Provost that discussed the importance of following the guidelines for the note taking feature in Runner Connect. With this statement the Provost would hopefully be able to implement these guidelines into a policy for professional and faculty advisors to follow.

Follow up- ALT Charge Outlined by Provost Harper to Associate Deans:

L. Vega shared the mission statement of the committee with the group.

CSU Graduation Initiative – Equity GAP CO/Case management approach:

L. Vega shared that there are currently many students who are withdrawing from classes and dropping out; he mentioned that this may be due to Equity Gaps in Pell/URM students and other issues of equity and social justice. He also mentioned that the Graduate Initiative 2025 is being re-aligned to provide are more guidelines and interventions to reduce/eliminate those gaps and that information will be forthcoming.

2021/2022 Spring Deadline Updates- 3 Major Outcomes? - Lead Advisors & ADS

L. Vega asked the committee to provide documentation on whether they had been working extra hours and how that had affected them, as well as other unintended consequences in academic advising due to pandemic and changing conditions. In the next meeting they will discuss this and how they can do better at meeting deadlines in the future.

Guided Registration: English Component:

Y. Morones shared that advisors were faced with the challenge to manually put students into the right English course during the past advising session, because the system had incorrectly labeled students into the wrong English requirement level.

Update on expected release date for new roadmaps:

L. Zuzarte shared that the new roadmaps are currently delayed because there was a pause in working on them. Additionally, not all schools have sent their updated roadmaps.

Update on the possible delay of advising and registration period:

L. Zuzarte advised L.Vega to check in with Debra for this update.

Meeting ended at 3:30 p.m.