

Advising Leadership Team Meeting
Wednesday, Oct. 24, 2018
BPA 134
3:00 PM - 4:30 PM

Present:

Vernon Harper, Lori Paris, Todd McBride, Lisa Zuzarte, Tanya Boone-Holladay, Liora Gubkin, Yvette Morones, Deisy Mascarinas.

Goals for AY18-19

- Develop School based framework for Faculty/School Advisors Responsibilities
- Continue to evaluate advising function
- Launch new training and professional development opportunities for Professional Advisors

Action Items:

- L. Zuzarte will promote the transfer articulation webpage to Advisors through email via SSN network with updates. She will reach out to Advising Coordinators and Associate Deans on a date for the presentation, possibly after the registration period (December).
- V. Harper will communicate with Dena Freeman and will invite Athletics to the group on an as needed basis but right now not expanding the ALT to Athletics.
- ALT will organize the visit from President to the SSN meeting and set up a date. Also give date for January training.
- Add Meta Majors to Parking Lot.
- V. Harper will talk with M. Danforth and A. Hegde regarding annual catalog before going to senate and having a conversation about it.
- Policy statement proposal will be created for Advising Group/Individual sessions.
- Edits will be made on Senate Referral—University Policy on Medical Withdrawals letter and sent to D. Boschini.

1. Transfer Articulation Webpage

- URL: www.csub.edu/articulation/ webpage has been in the works for the past few months. It is not up on the Academic Operations page yet. The ASSIST website is going through some changes, including mixed gen. The webpage will possibly go live next year but Christa Clark has doubts about that.
- Department Articulation Agreements have been added to the webpage for the catalog year, depending on the particular school you are viewing and if their catalogs are done on an annual basis. Coming soon are the Major Articulation Agreements and GE Articulation Agreements. There are 3 pages with a list of colleges and a link for each school. Denise Tucker, Christa Clark along with student assistant AJ have continued to work on development and adding more information to the website.
- The webpage provides links to resources for Articulation and ASSIST and resources for CSUB faculty and staff.
- The webpage has been presented to evaluators in Admissions and Records and they have given feedback and input. Staff has been provided with training for degree evaluation. They would like to roll it out to other schools possibly in November as they realize now is a busy time for advisors. Each particular school has their own articulation needs and they would like to provide more training and tailor it to each school's needs but also give everyone the general presentation. There will be job aides and training on resources in the presentation.
- CID courses have been added for March - May of 2018. Colleges are continuously changing course descriptions. Some courses are not shown because they are for private schools and there

is only articulation for common courses. CID has experienced some display issues and some community college courses were not showing on the website. If glitch occurs, bring it to their attention as they may not be aware.

- There was a suggestion to hide the “Major Articulation Agreement” link until more information is available.

2. Adding Athletic Advising Rep

- V. Harper was approached by Dena Freeman requesting to be on the ALT meeting or someone in the Athletics Department. He wanted to bring it to the groups attention and hear feedback.
- ALT has been a revised structure for about 9 weeks. “Do Advisors at large appreciate, don’t appreciate the communication, minutes, agenda, and working on first policy?” V. Harper wanted feedback from group on this topic.
- Members have expressed concerns about opening up the ALT meetings to other school advisors and the meetings becoming too big and losing what has been effective and productive in a smaller group setting. They feel these meetings impact all students including athletes and they have representation. There is a representative from the advising group in the committee currently.
- L. Gubkin made a suggestion that if there is an agenda item that pertains to a specific department, they could be invited to that particular meeting and have the opportunity to present and give feedback.
- The minutes are posted on the SSN network, giving the opportunity to all the groups who don’t sit at the table to get the information.
- Y. Morones talks with each advising center and is going to start attending all Advisor meetings which are school based, and give ALT updates.
- Action Items and Minutes are getting out to those who have direct contact with schools and ALT updates are always on the agenda. ALT has dealt with each departments questions and everything has been discussed.
- First year seminar for Athletics
 - Other departments already have one.
 - Athletes face unique challenges and it may be beneficial for them.

3. Next SSN Meeting (President Address)

- President will speak to SSN and possibly Q & A with Advisors. Meeting will be a celebratory social and a save the date will be given for the January training.
- Cards will be collected with suggestions for future professional development and training in the Spring.

4. Staffing/Funding for Advisor Training Sessions

- Someone from campus should lead the training. What would be an appropriate stipend in order to have someone develop the training for SSN? Should there be a stipend?
 - Acknowledgment that there is expertise on campus.
 - Should one person be selected or should it be a team effort?
 - Can be used as motivation for future trainings.
- Proposals can be written out or SSN card can be a form to ask who can be a good person to lead the training. The group can brainstorm once they have received responses from the cards.
- T. Boone-Holladay questioned whether there is enough commonality among Advisors, Evaluators, and others that there could be a training that would be useful for everyone?
 - Some information may not be relevant to everyone and that’s a concern.
 - There can be multiple break-out sessions like they do in the Teaching Conference.
- Collect ideas in December and then see what emerges based on what feedback they submit in the cards.

5. Catalog and Curriculum

- L. Gubkin added this item to the agenda: Arts and Humanities curriculum committee met and approved things, including major curriculum changes in the English degree that meant adding required courses. When submitted, they put effective date Fall 2018.
 - Can changes only be made at catalog time? Are there particular changes that can or can't be made? Is there policy around this, if so what is it? If there isn't a policy, there needs to be.
- V. Harper states that he has been unable to find any policy that prevents any department from making curriculum changes or restriction. The campus perspective would be that this would be self-policed by the faculty not doing this to their own students because that is essentially what they are doing.
- In the current circumstance which has been described, he hopes the Dean can set an implementation date with a reasonable juncture to protect those students but he doesn't have a particular policy to point to in order to prevent that from occurring. He suggests to ask the Dean to attempt to have the changes implemented at the earliest Fall 2019 to protect those students.
- Is the intent to have the Catalog and Curriculum Enhancement proposal go to the Senate to ask them to consider?
 - D. Boschini and V. Harper have talked to the Exec committee. V. Harper has spoken to J. Tarjan and there are outstanding conversations with M. Danforth and A. Hegde before formally submitting anything with Exec.
 - Previously spoken with Provost, about us as an organization developing bad habits that were derived from Q2S and immediately afterwards and those bad habits are exemplified in the regularly updated catalog. J. Tarjan did many amazing things but his role grew to fill gaps and those gaps need to be dealt with in such a way that those responsibilities are returned back to the faculty. He took on a University curriculum function that was invested in his office and what this is recommending is that those responsibilities be shifted back to the Senate AAC.
- Other change that is being proposed is to move from a biennial catalog to an annual catalog. Students would come in on one catalog and all of the subsequent things would be based on that one catalog no longer a moving regularly based catalog. That one catalog would be static.
 - Annual Catalog can help graduation rates because degree audit page will simplify the process of moving the students through.
 - Easier to keep up on the catalog. Most of the information would roll.
 - Departments are rushing to get in new courses in catalog, and it would be more reasonable to say we can get that in next year's catalog and not wait 2 years.

6. FAQ and Senate Exec Referral

- Wonderful FAQ will be sent to SSN. It will be posted on the web. SSN will be notified that this is the first FAQ and there is expected to be more. This is a place they can go for quick answers for small issues that come up.
- FAQ is a mechanism that we can create guard rails in terms of clarifying things. More formal way is policy.
- Policy format draft created to be heavily modified and corrected. If approved it would have to be approved by provost council then provided to senate as an FYI.
- It is operationally possible to have some one on one meetings but not to meet the needs of everyone prior to registration. Wording has to be done right otherwise there may be an advising hold for one month and that needs to be avoided.
- What is the correct wording to make sure group advising is preserved but for those schools that want to keep group advising as their predominant mechanism for advising but still create a small narrow space for individuals who have specific problems?

- Limited number of appointments targeted for students that have needs that can't be addressed during group advising or outside of the advising period.
- If your personal advising needs cannot be met after attending a group advising session then there will be a limited number of individual sessions that you can make after the group advising session. If it's determined that it is necessary.
- Item raised in ASI meeting is a person who has a personal problem and can't express their personal problem in a group session. When that person attempts to make a personal appointment and went to the advising center and requested a personal advising session they were told no.
- Students are expected to go to group advising if all they need to do is figure out what to do next term and have their holds lifted. If they have other issues if they are an athlete, on probation, getting ready to file grad check, if they have a crisis then that's when you should see an individual advisor. Time needs to be left in the advising schedule to do that. That model can be implemented in other departments.
- Group advising can lift hold then student can see someone for individual session if needed. That way they are able to register then they can see advisors in December.
- Senate Referral will go to Senate Exec in letter format. Senate would choose to act or not act based on the letter. Presuming that they act they would send it to Melissa. Melissa would take it to AAC they would request that someone speak to the issue. V. Harper will be there and take it from there.
- Edits in Letter:
 - (last line to first paragraph) take out "issue"
 - Take out "to" (second to last line in first paragraph)
 - (Under rationale) "student needs"
 - (Last Line) "Respective form should"
 - Lisa's last name misspelled: Zuzarte
 - Add Lori Paris
 - Liora only uses Gubkin not Malicdem.
 - Attach copy of current form

Other items:

- Denying graduations with substitution waivers.
- Clarification from V. Lakhani whether or not students are supposed to submit outlines or whether or not they are being utilized. If they are submitted from students with grad checks.