

ADVISING LEADERSHIP TEAM MEETING

Wednesday, November 7, 2018

EDU 123 Conference Room

3:00 pm – 4:30 pm

Present:

Liora Gubkin, Lisa Zuzarte, Tanya Boone-Holladay, Todd McBride, Vikash Lakhani, Yvette Morones, Vernon Harper, Marta Ruiz (Admin. Support)

Absent:

Mark Evans

Action Items:

- V. Harper will meet with Senate next Tuesday, November 13th, and he can ask Senate this question. "If we make changes to a form with no changes to policy can the ALT move forward and build new forms?"
- Lisa will check the catalog copy to see if there is anything in the catalog showing if the chair's signatures are required.
- V. Lakhani will check with Faust on making this form paperless.
- Meta Majors- Will be the 1st or 2nd item in the next meeting.
- V. Harper will send out a document from EAB regarding Meta majors for everyone to take a look at it before the next meeting.

Meeting Notes:

IT OnBase Petition for Exception Form:

- V. Harper wants to know what does everyone think about how this form needs to be approved? Does this need to be sent to senate as a complete we need you or approval for this?
 - Members would like to have clarification around governance pieces. A lot of the things we to do as a group aren't about policy, what we do is clean up processes and procedure. We are making a process of a form clearer for students, so we should not have to take it to the Senate.

Yvette - Course Need Issue

- All upper division B is closed we need more upper division B and B2 is a little low.

California Government Require and AP Exam

- We have about 100 students that have taken the AP exam earned a 3 and believe they have satisfied the California Government Requirement, but they actually **did not** satisfy the requirement, yet they are ready to graduate. It seems that some advisors did not know to advise the students that have earned a 3 in the AP, that they still need to complete this requirement.
- V. Harper brought this issue up the Chancellors Office, CO stated we have the following options:

1. We have ability through title V that we can determine what we can give for AP credit.
 2. California Government Requirement cannot be waived.
 3. We can Substitute it.
 4. You can give a test for it, it costs \$128
 5. They can be made to take a 1-unit class
- V. Lakhani - Moving forward, advisors will inform the students that if they are taking an AP Government class, get a 3 or above, they satisfy the US Government, but they still will be required to take the California Government requirement. This message will go out early to the schools.
 - Mark Martinez will be creating the 1-Unit class.
 - L. Zuzarte requests the 1-unit class be created by March 19, this will allow time to create the class in peoplesoft and get the required approvals.
 - The topic for incoming students is tabled until we can get more guidance from Mark Martinez, he will be invited to the next meeting.

SSN President address Social Planning:

- President Zelezny, will be coming to the SSN meeting on December 10th, 2:00 pm – 3:00 pm, location is TBD.
- The agenda will look something like this:
 - President will speak
 - Q&A
 - Refreshments
 - We will gather content for the content for the training sessions that will be taking place in the spring.

FAQ and Senate Exec Referral:

- V. Harper will be attending Senate meeting on Tuesday, November 13, 2018, will report back to this group the information gathered at the Senate meeting regarding medical withdrawal.

Course Substitutions (Return after DCLC meeting):

- Kris Grappendorf and Danielle Solano were at the DCLC as two chairs, they were given a background as to what we have discovered around all the different intricacies to the process.
- Tommy Hollowell put together a flowchart that will clear up some of the processes.
- Substitutions will all go to Diane's office to be processed so all this information will go to one place.
- Using the Advisor Request for all submissions, both faculty chairs were in favor of it. Process will all go through there and routed to the appropriate department chair for approval, from there on it will go to the appropriate office, most of them will end up in articulations.
- Advisor Request is trackable, there will no more papers getting lost since it will all be at one place.

- L. Paris stated they are getting substitution requests when the course is already being counted in peoplesoft, it is showing in the proper area. Advisors are not seeing the substitutions are already in peoplesoft.

Group Advising Policy:

- The Provost prefers to call Ashley letting her know what we are going to do regarding group advising.

Major/Minor signoff:

- Why do we need a signature from the department chair to change a major?
- To show the advisors the student is directed in the right direction.
- Member asks we look at major/minor form and add choices to make the form clearer.
- Professional advisors do this form online, it does not need any signature.
- A suggestion was made to making this an automatic choice, so the students can make the choice themselves.
- A suggestion was made to make it an online form.
- Make it on to a workflow, make the form paperless.
- V. Lakhani - After the second or third year, how many times can a student change their major?

Next meeting on November 21st is cancelled due to the Thanksgiving holiday.

Adjourned: 4:25 pm